

CONFIDENTIAL INFORMATION SHEET

**This personal information must be provided for the application to be processed
and will only be used by Pima County Human Resources.**

Purge Code: _____

CLASS CODE: _____	CLASS TITLE: _____	SSN: _____
NAME: (Full legal name)	HOME PHONE: _____	MESSAGE/PHONE: _____
Last	First	M
ADDRESS: _____	EMAIL: _____	
Street	City	State Zip

In accordance with the Privacy Act of 1974, this notice advises you that providing your Social Security Number (SSN) on any and all Pima County applications and related documents is voluntary, except when permitted by law. Once you have provided your SSN, it will be used for tracking purposes and will be maintained as a secure representation of your identity in the official applications files and systems in order to easily access jobs for which you applied.

Your refusal to provide your SSN will not affect your ability to obtain employment, and a substitute number will be assigned to your application documents. You will be fully responsible for knowing that number (just as you are fully responsible for knowing your SSN). You must provide that same number when checking on the status of your application or when applying for other County jobs. If you do not have the number when applying for other County jobs, we will assign another number, which you must know for tracking purposes. Pima County will not maintain a separate tracking system of numbers assigned to individual applicants.

Note: Individual Taxpayer Identification Numbers (ITINs) are issued by the IRS and may be assigned only to individuals who do not have and cannot get a SSN. Therefore, ITINs are not substitutes for SSNs.

CURRENT OR LAST EMPLOYER:		POSITION HELD:	
STREET:	CITY:	STATE:	ZIP:
SUPERVISOR & TITLE:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:
Number of hours worked per week:	Type of Business:		
FROM (mo/yr):	TO (mo/yr):	Reason for leaving:	
Number & type of positions you supervised:	Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW)		
TASKS PERFORMED:			

PREVIOUS EMPLOYER:		POSITION HELD:	
STREET:	CITY:	STATE:	ZIP:
SUPERVISOR & TITLE:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:
Number of hours worked per week:	Type of Business:		
FROM (mo/yr):	TO (mo/yr):	Reason for leaving:	
Number & type of positions you supervised:	Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW)		
TASKS PERFORMED:			

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SUPERVISOR & TITLE:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:
Number of hours worked per week:	Type of Business:		
FROM (mo/yr):	TO (mo/yr):	Reason for leaving:	
Number & type of positions you supervised:	Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW)		
TASKS PERFORMED:			

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STREET:	CITY:	STATE:	ZIP:
SUPERVISOR & TITLE:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:
Number of hours worked per week:		Type of Business:	
FROM (mo/yr):	TO (mo/yr):	Reason for leaving:	
Number & type of positions you supervised:		Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW)	
TASKS PERFORMED:			

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STREET:	CITY:	STATE:	ZIP:
SUPERVISOR & TITLE:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:
Number of hours worked per week:		Type of Business:	
FROM (mo/yr):	TO (mo/yr):	Reason for leaving:	
Number & type of positions you supervised:		Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW)	
TASKS PERFORMED:			

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STREET:	CITY:	STATE:	ZIP:
SUPERVISOR & TITLE:		May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE:
Number of hours worked per week:		Type of Business:	
FROM (mo/yr):	TO (mo/yr):	Reason for leaving:	
Number & type of positions you supervised:		Supervision Responsibilities: <input type="checkbox"/> Hire <input type="checkbox"/> Evaluate <input type="checkbox"/> Discipline (DESCRIBE BELOW)	
TASKS PERFORMED:			

CONTINUATION SHEET(S) ATTACHED? YES NO

TRADE OR TECHNICAL SCHOOL	Classroom Hours	Subjects Studied	Certificate of Completion?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

WORKSHOPS OR ON - THE - JOB TRAINING: (Continue on additional sheet of paper, if necessary, in the same format as below.) List any workshops or on - the - job training completed which would be useful in the position you are applying for:

Location of Training	Training Courses	Number of Hours Attended	Certificate of Completion?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

WHERE DID YOU HEAR ABOUT THIS POSITION?

ADDITIONAL INFORMATION: Please include any additional information that you believe would be relevant to this position, including second languages, computer skills, special qualifications, etc. (Continue on additional sheet of paper if necessary)

HAVE YOU BEEN CONVICTED OF A FELONY? Yes No

If yes, please include dates and briefly explain: (A conviction record will not necessarily bar or disqualify you from employment.) (Continue on additional sheet of paper, if necessary)

APPLICATION INFORMATION: THIS APPLICATION WILL EXPIRE SIX MONTHS AFTER THE DATE OF SIGNATURE WITHOUT NOTICE.

This application and all attached documents become official records of Pima County and cannot be returned. Please make a copy of your employment application before submitting. Applications for Pima County employment become public records and confidentiality of information contained herein cannot be assumed. Failure to submit a truthful and complete application may constitute fraud in securing an appointment, which is cause for disciplinary action, including dismissal.

Arizona Revised Statutes and the Pima County Merit System provide for selection preferences for Native American, disabled persons and Veterans. In order to take advantage of the selection preferences, you are required to fill out the Pima County Disclosure Form. Submit the Disclosure Form with your application to the Pima County Human Resources Department.

In consideration of employment with Pima County Government (PCG), I hereby authorize PCG to perform reference checks and employment verifications on me. These checks may include, but are not limited to, discussions with: supervisors, coworkers, business associates, or other individuals that PCG, in its sole discretion, believes may have relevant job related information regarding my suitability for employment. PCG may also verify information that I have provided on my employment application and/or resume.

I agree not to assert any demands, damages, claims, suits or causes of action of any kind against PCG, its officers, employees, agents or the organizations, officers, employees, and agents contacted arising out of PCG performing a good faith effort to check my employment references.

I acknowledge that my failure to authorize PCG to check my references shall disqualify me from consideration for employment.

I also acknowledge that PCG has made no representations that employment will be offered to me upon the completion of reference checks.

A photocopy or facsimile ("fax") of this form that shows my signature shall be as valid as the original.

I hereby certify that the information contained on this application and all supplemental attachments is true, correct, and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose misrepresentation or falsification, my application will be rejected, and I may be dismissed from employment and disqualified from future employment with Pima County.

Submission of this application via e-mail indicates that you verify as accurate all statements on this document. If you are invited for an interview, you will be required to sign a copy of your application at that time.

(Applicant's signature)

Date: _____
(mo/day/year)

PIMA COUNTY HUMAN RESOURCES DEPARTMENT

APPLICANT NAME: _____

DATE: _____
(mo/day/yr)

POSITION APPLIED FOR: _____

REQUEST FOR AWARD OF PREFERENCE POINTS

<input type="checkbox"/> Veteran (Attach DD 214 showing date and character of discharge.)	<input type="checkbox"/> Disabled	<input type="checkbox"/> Native American (Attach Tribal Document)
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- Preference points will be awarded during the pre-certification process to applicants who have met the minimum qualifications or received a passing score for a position. Preference points allow eligible applicants additional opportunity to be interviewed or otherwise reviewed by the hiring department for an **initial hire appointment** with Pima County and will not ordinarily be used to displace otherwise qualified candidates.
- Veterans meeting the statutory requirements shall be awarded five (5) preference points.
- The spouse or surviving spouse of a veteran who meets the statutory requirements shall be awarded five (5) preference points.
- Five (5) preference points shall be awarded to disabled applicants.
- A total of ten (10) preference points shall be awarded to disabled veterans who meet the statutory requirements and submit the required documentation.
- Five (5) preference points shall be awarded to Native Americans who meet the membership requirements of an established tribe and submit the required documentation to show they are recognized as members of that tribe.
- Native American preference points shall be awarded in addition to veteran's and/or disability preference points.
- Pima County Merit System Rule 4.2.C.2 provides for disqualification of an application where a false statement of material fact has been made.

VOLUNTARY DISCLOSURE

*This part of the form will be separated from the application and will not be used in the selection process.
The information on this form is voluntary and not required for employment.
The information will be used for federal reporting and analysis purposes.*

<u>ETHNIC CATEGORY</u>	<u>SEX</u>	<u>BIRTH DATE</u>
<input type="checkbox"/> African American/Black	<input type="checkbox"/> Male	month/day/year
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Female	
<input type="checkbox"/> Asian American/Pacific Islander		
<input type="checkbox"/> Hispanic		
<input type="checkbox"/> White		

Pima County provides equal access and equal opportunity in employment and services and does not discriminate.

www.pima.gov/hr