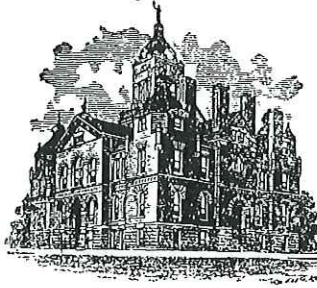


## Andrew County Clerk Sarah E. Miller

### Office Staff

Chief Deputy Clerk – Paula Richter  
Voter Registration Deputy –



### Commissioners

Presiding – Bob Caldwell  
East District – Fritz Hegeman  
West District – Gary Baumann

Post Office Box 206  
Savannah, MO 64485-0206  
Ph 816-324-3624 -Fax 816-324-6154

## JOB ANNOUNCEMENT

Andrew County Clerk's Office has an immediate opening for a full time Deputy Clerk position, which includes a variety of clerical duties but will center around elections and voter registration. Must have excellent typing and communication skills; computer experience with office programs and be detail oriented. Applications will be accepted until the position is filled. Applications are available at [www.andrewcounty.org](http://www.andrewcounty.org). Completed application and resume can be sent to [clerk@andrewcounty.org](mailto:clerk@andrewcounty.org). /S/ Sarah Miller, Andrew County Clerk

# Application For Employment

***We Are An Equal Opportunity Employer***

**Please Print**

Last Name	First Name	Middle Initial	Social Security Number
Address	City	Zip Code	Phone Number

## WORK EXPERIENCE - LIST MOST RECENT JOB FIRST

From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving

Describe the Work You Did

From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving

Describe the Work You Did

From	Employer's Name/Address/Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving

Describe the Work You Did

## GENERAL INFORMATION

What position are you applying for? \_\_\_\_\_ Full Time? [ ] Part Time? [ ]

When are you available to start work? \_\_\_\_\_ Are you willing to work overtime? Yes [ ] No [ ]

Are you at least 18 years old? Yes [ ] No [ ]

If not, can you provide a valid Work Permit, high school diploma, or equivalent? Yes [ ] No [ ]

What languages do you speak, read, or write fluently? \_\_\_\_\_

If hired, can you verify that you have the legal right to work in the United States? Yes [ ] No [ ]

Do you have any special skills, training, or experience which may help you qualify for this job? Yes [ ] No [ ]

If so, please explain \_\_\_\_\_

Do you have a reliable means of transportation to get to work? Yes [ ] No [ ]

Are there any times during the week that you are not available to work? Yes [ ] No [ ]

If so, please explain \_\_\_\_\_

Do any of your relatives work for this company? Yes [ ] No [ ] If so, who? \_\_\_\_\_

Have you ever worked for this company before? Yes [ ] No [ ] If so, when? \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes [ ] No [ ] (NOTE: Conviction will not necessarily disqualify applicant)

If so, please explain \_\_\_\_\_

How did you find out about this job? \_\_\_\_\_

## CERTIFICATION AND ACKNOWLEDGMENT

I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application for Employment form will be considered grounds for termination.

I authorize the company to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the company any and all information they may have concerning my previous employment. In addition, I hereby release the company, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosure.

I acknowledge that, if employed, both the company and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout my employment with the company and may not be modified by any oral or implied agreement.

Applicant's Signature	Date
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