

**Goshen County Assessor's Office**  
**Debra A. Surratt, Assessor**  
 2125 East A Street, Suite 110— P.O. Box 37  
 Torrington, WY 82240  
 Office 307-532-2349 Fax 307-532-3251  
 dsurratt@goshencounty.org

## Employment Application

For Office Use Only:  
 Date Interviewed: \_\_\_\_\_  
 Remarks  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Instructions: Please print all information in your own handwriting. The application must be filled out in it's entirety!  
 You can attach a current resume in addition to this application if desired.

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ SS# \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Stat: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Employment Experience

Please start with your present position, include any job related military service assignments or volunteer activities.

1. Employer: \_\_\_\_\_ Dates employed: From \_\_\_\_\_ to \_\_\_\_\_

Employers address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Salary or hourly rate: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Dates employed: From \_\_\_\_\_ to \_\_\_\_\_

Employers address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Salary or hourly rate: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Dates employed: From \_\_\_\_\_ to \_\_\_\_\_

Employers address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Salary or hourly rate: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

## General Information

- Have you ever worked for Goshen County?  Yes  No If yes, give dates: \_\_\_\_\_
- What type of work are you looking for?  Full time  Part Time  Temporary
- Are you authorized to work in the United States?  Yes  No
- Are you bondable?  Yes  No
- Have you ever been charged or convicted of a felony?  Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
- Can you perform the essential duties and job functions as listed on the job description?  Yes  No
- Do you have working knowledge of appraisal or property assessment?  Yes  No If yes, please explain briefly: \_\_\_\_\_
- Do you have working knowledge of property conveyance?  Yes  No
- Are you able to meet the attendance requirements as described on the job description?  Yes  No
- Do you have at least 2 years experience working in an office environment?  Yes  No
- Are you willing to undergo drug testing?  Yes  No
- Are you currently employed?  Yes  No If yes, may we contact your employer?  Yes  No
- Have you ever been fired, forced to resign?  Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
- Are you related to a current county employee?  Yes  No If yes, please give the person's name: \_\_\_\_\_  
Department Employed by: \_\_\_\_\_
- Are you willing to travel and be away from home for a week at a time for education?  Yes  No
- Are you willing to attend classes and be tested?  Yes  No
- Have you ever served in the U.S. Armed Forces?  Yes  No If yes, did you receive an honorable discharge?  Yes  No
- Do you feel it is important to exercise your right to vote?  Yes  No Please explain: \_\_\_\_\_  
\_\_\_\_\_
- Do you speak, read or write any foreign languages fluently?  Yes  No If yes, please specify: \_\_\_\_\_  
\_\_\_\_\_
- Do you currently have a valid class C Driver's License?  Yes  No
- Are there any restriction on your drivers license?  Yes  No If yes, please list: \_\_\_\_\_
- Do you have any experience reading maps?  Yes  No
- Do you have any fears , phobias or aversions or concerns to of any of the following: (check all that apply)  
 dogs  cats  snakes  bees  cows or bulls  horses  walking  
through tall grass  sheep  pigs  goats  fowl
- Do you have any medical conditions that would prevent you from performing the duties as listed on the job description?  Yes  No If Yes: please explain: \_\_\_\_\_
- Do you have excellent inter-personal and/or communication skills?  Yes  No
- Do you have experience in operating a digital camera?  Yes  No
- Do you have any experience in operating a tablet?  Yes  No
- Do you have strong mathematical background and skills?  Yes  No

**Education (Formal or other)**

**High School attended:** \_\_\_\_\_  
Years Attended (optional) \_\_\_\_\_  
Did you graduate? \_\_\_ Yes \_\_\_ No  
Do you have a high school diploma or equivalent? \_\_\_ Yes \_\_\_ No Date obtained: \_\_\_\_\_  
How would you define your average scores/GPA while in attendance?  
\_\_\_\_\_ Excellent \_\_\_ Above Ave \_\_\_ Average \_\_\_ Below average \_\_\_ Barely passing  
Favorite courses while in attendance? \_\_\_\_\_

**College attended:** \_\_\_\_\_  
Years Attended? \_\_\_\_\_ Course of Study \_\_\_\_\_  
Did you receive a degree? \_\_\_ Yes \_\_\_ No  
If yes, Please list: \_\_\_\_\_

**Other education:** (please specify any on the job training or classes you may have attended):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Education that you feel might qualify you for this position:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

Please list at least two personal and two business references:

1. Name _____	Relationship: _____
Address _____	Telephone: _____
_____	How long acquainted: _____
2. Name _____	Relationship: _____
Address _____	Telephone: _____
_____	How long acquainted: _____
3. Name _____	Relationship: _____
Address _____	Telephone: _____
_____	How long acquainted: _____
4. Name _____	Relationship: _____
Address _____	Telephone: _____
_____	How long acquainted: _____

**Experience**

List any and all work experience that you feel applies or makes you a good candidate for this position:

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What type of computer experience do you have?

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Please list any computer programs you are familiar with:

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What types of office equipment do you have experience with? Please list all: \_\_\_\_\_

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Please describe any specialized training, skills or hobbies that may aid in your ability to do this job: \_\_\_\_\_

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Please read this statement carefully before signing below:

The Goshen County Assessor's Office is an Equal Opportunity Employer. I hereby certify that the responses and information submitted in this application are true and correct. I will furnish any documentation necessary in the event of my employment (such as education documents, social security card or other identification).

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The Goshen County Assessor's Office will keep a copy of your application on file for one year. Thank you for expressing interest in becoming part of the Assessor's Office team!