## **NEW CASTLE COUNTY GOVERNMENT APPLICATION**

Department of Administration, Office of Human Resources New Castle County Government Center 87 Reads Way, New Castle, DE 19720-1648

Website: www.nccde.org/hr

Phone: (302) 395-5180 Fax: (302) 395-5190

Job Information Phone Line: (302) 395-JOBS (5627)



**An Equal Opportunity Employer** 

■ Asian/Pacific Islander

*Title of Position	Spec #:	Application Deadline:		
*TITLE OF POSITION MUST BE INDIC	CATED ABOVE OR YOUR APPLICATION	WILL BE REJECTED. PLEA	SE PRINT CLEARLY	IN INK OR TYPE.
Application for (check o	one):	☐ Promotion e pay grade but diff	☐ Transfer ferent positio	
Are you currently an en	nployee of New Castle Co	unty? □ No □ Y	es (If yes, pr	ovide Seniority date)
Have you previously be	en employed by the Cour	nty? □ No □ Yo		ovide dates)
	(Last)	(First)		(Middle Initial)
Name:				
Address:				
City/State/Zip:				
Home Phone:	( )	Last 4 Digits of Soc	cial Security #	
Cell Phone:	( )	Email Address:		
Work Phone:	( )	May we contact yo	u at work?	l Yes □ No
Driver's License #:		State Issued:		
Class/Type of License:		Exp. Date of Licens	se:	
How did you find out about	It this position? (please chec	ck one and specify be	elow): □ New(	Castle County Website/Portal
☐ Other Website ☐ Newsp		-	•	-
☐ Other Source. Provide deta		_ : 2.2.2.2.3	_ 100 . 000	
	************	*******	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
	FORMATION IN THIS AREA WILL NO			
We are required by federal law to	keep information on gender, race, or basis for making employment decision	national origin. This informa		
Last Name:	First Nam	ne:	Date o	f Birth: Age:
Gender: ☐ Male ☐ Female	Race or National Origin:	☐ White ☐ Bla	ck □ H	ispanic

☐ American Indian/Alaskan Native

	Circle Highest Year/Level Completed  High School College Graduate Doctorate 9 10 11 12 1 2 3 4 1 2 3 4				Do you possess a high school diploma or GED?  ☐ Yes ☐ No					
	School Name and Location		Dates Attended		Date Graduated		Degree Awarded (BA, MS, Ph.D.)	Credit Hours Earned		
				From	To	•			List Major/Minor	
High School or G.E.D.				N/A	N/	A	N/A		N/A	N/A
College or University										
Graduate School										
Other Education (Trade or Business)										
Are you taking courses now? School Name and Location  Yes  No			n			(	Course			
List your technical/professional licenses or certificates of training:										
List office machines, factory equipment, vehicles, other machinery you can operate:										
	Dates of U.S. Military Service Branch of Trom// To//		of Service Describe		ibe primary duties:					
Veteran's Preference: An honorably discharged veteran who has served in active duty status in the armed forces of the United States in time of war and who receives a passing mark on an open competitive examination may be granted additional points in determining his or her order on a ranked eligible list. To obtain veteran's preference, an applicant must submit proof of military service, proof of disability (if applicable), and receipt of an honorable discharge, on or before the date of the examination process. The veteran's preference shall only be given to open-competitive applicants. If you are claiming preference as a veteran or disabled veteran, you must attach a copy of your DD-214 form and your VA disability letter and claim number in order to receive additional points.										

## INFORMATION IN THIS AREA WILL NOT BE SEEN BY THE HIRING DEPARTMENT

New Castle County has a Personnel Policy on Nepotism. If you have relatives (as defined below) employed with the County, please list their name(s) and relationship(s) below. Please state if none. A positive response does not automatically disqualify you from employment with the County.

For purposes of this policy, "relative" is defined as spouse, parent, child, steppchild, stepparent, grandparent, grandparent, grandparent, step-brother, step-sister, aunt, uncle, niece, nephew, first cousin, parent-in-law, daughter-in-law, brother in-law and sister-in-law. It is further defined as a direct or indirect connection between persons by blood, marriage, adoption, domestic partnership, or civil union; a personal relationship that includes cohabitation or equivalent relationship; or any relative residing in the same home or person with whom the employee has made his or her home. Relatives of domestic partners or parties to a civil union shall be treated in the same manner as indicated above.

in some cases, placer experience and indic	ment on the eligible list for th ate number of hours worked	e position you are s d weekly. Indicate	seeking. Provide a complete record date, month and year beginning a	ou meet the minimum qualifications, and including part-time work and volunteer and ending for each position held and a ttach additional sheets if necessary.			
Present Employer/Department			Description of your work: ☐ Full-time ☐ Part-time Hours/Week				
Address/Phone Number							
Salary	Position Title		Number and type of people supervised	Dates From://To://			
Supervisor's name and title Reason for charge		anging employment May we contact your present employer? ☐ Yes ☐ No					
Employer/Departm	ent		Description of your work: ☐ Full-time ☐ Part-time Hours/Week				
Address/Phone Nu	ımber						
Salary	Position Title		Number and type of people supervised	Dates From://To://			
Supervisor's name	and title		Reason for changing employment				
Employer/Departm	ent		Description of your work: ☐ Full-time ☐ Part-time Hours/Week				
Address/Phone Nu	ımber						
Salary	Position Title		Number and type of people supervised	Dates From://To://			
Supervisor's name and title			Reason for changing employment				
Employer/Departm	ent		Description of your work: ☐ Full-time ☐ Part-time Hours/Week				
Address/Phone Nu	ımber						
Salary	Position Title		Number and type of people supervised	Dates From://To://			
Supervisor's name and title		Reason for changing employment					
Employer/Department		Description of your work:   Full	-time D Part-time Hours/Week				
Address/Phone Number							
Salary	Position Title		Number and type of people supervised	Dates From://To://			
Supervisor's name and title			Reason for changing employment				
	ent Information: State bruld like noted. Attach add		olishments, hobbies, skills, sch necessary.	olastic honors, interests, or			

## WAIVER

I hereby certify that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentation of facts in this application or any supplements thereto is cause for rejection of my application or discharge at any time during my employment. I understand that if I am hired by New Castle County Government, the County shall require verification of my identity and eligibility for employment in the United States. I understand that I voluntarily authorize my former employers, schools, and persons named herein to give information regarding me. I hereby release said organization from any liability or claim whatsoever for issuing this information. I also permit the County to conduct a background investigation for the position for which I am applying. I understand that as a condition of employment, I will be required to pass the County's pre-employment physical and any further medical/psychological examination(s) required by the County.

Applicant's Signature		Date	
	INFORMATION FOR APPLICANTS		

All personnel activities will be conducted in a manner as to ensure equal opportunity for all and ensure that the workforce is representative of the community which it serves. Such activities will be based solely on individual merit and fitness of applicants and employees related to the specific jobs and without regard to race, color, religion, gender, age, national origin, veteran's status, physical disability, sexual orientation, marital status, genetic information, pregnancy, political affiliation or other non-merit factors, except in those cases where specific age or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

<u>HOW TO APPLY</u>: Applications must be submitted to the Office of Human Resources by the closing date listed on the job announcement. You must submit one application for each position. It is your responsibility to keep your application up to date. An application which is received unsigned, incomplete, or after the closing date specified on the job announcement may be rejected. An applicant who is rejected will be notified of the reason(s).

<u>NOTIFICATIONS</u>: Qualified applicants will be notified following the closing date of the job announcement regarding their status in the recruitment process. Notifications may be made via email or U.S. Mail.

<u>ELIGIBLE LISTS</u>: Applicants who meet all requirements and who are successful in every phase of the examination process are placed on an eligible list. A notice of eligibility does not ensure employment.

<u>PRE-EMPLOYMENT MEDICAL EXAMINATION</u>: Applicants tentatively selected for employment must pass a medical examination, where applicable, which will include a drug and alcohol test, administered by a physician designated by New Castle County. Subsequent random drug and alcohol testing is a condition of employment.

<u>PRE-EMPLOYMENT BACKGROUND CHECK</u>: Applicants tentatively selected for employment must pass a background check.

PAY PLAN: New employees ordinarily start at the minimum rate in the salary range for the position.

<u>PROBATIONARY PERIOD</u>: Employees shall serve a probationary period depending on appropriate union contracts or Merit System language before acquiring seniority within a classification.

<u>BENEFITS</u>: Employees are hired, promoted, demoted or dismissed solely on the basis of merit and fitness. Benefits for full-time employees consist of vacation and sick leave accrual, medical insurance, holidays, life insurance and a retirement plan.

NOTICE TO PERSONS WITH DISABILITIES: Reasonable accommodations for any step in the recruitment process may be made for qualified persons with disabilities by contacting the Office of Human Resources.

<u>DIRECT DEPOSIT</u>: Direct deposit with a financial institution of your choice is mandatory for all new employees.