

# APPLICATION FOR EMPLOYMENT

DOOLY COUNTY COMMISSIONERS  
113 North Third Street  
Room 1  
Vienna, GA 31092

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

Advertisement       Relative       Inquiry  
 Employment Agency       Friend       Other \_\_\_\_\_

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
	Zip Code	
Telephone Number(s)	Social Security Number (Voluntary)	

Best time to contact you at home is: \_\_\_\_\_:\_\_\_\_\_ <sup>AM</sup>/<sub>PM</sub>

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before? .....  Yes  No  
 ..... If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?.....  Yes  No  
 If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? .....  Yes  No

Are you currently employed? .....  Yes  No

May we contact your present employer? .....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment.* .....  Yes  No

Date available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full-Time (please indicate 1 2 3 shift)  
 Part-Time (please indicate Mornings Afternoon Evenings)  
 Temporary (please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

Are you currently on "lay-off" status and subject to recall? .....  Yes  No

Can you travel if a job requires it? .....  Yes  No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States military.

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# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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# APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_

INTERVIEWER DATE

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



# ADDITIONAL INFORMATION

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

## **SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)**

Terminal

Spreadsheet

Production/Mobile  
Machinery (list)

Other (list)

PC/MAC

Word Processing

Typewriter

Shorthand

WPM

WPM

*State any additional information you feel may be helpful to us in considering your application.*

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation?  YES  NO

## **REFERENCES**

1. \_\_\_\_\_ (Name) \_\_\_\_\_ ( ) \_\_\_\_\_ Phone #  
\_\_\_\_\_ (Address)
2. \_\_\_\_\_ (Name) \_\_\_\_\_ ( ) \_\_\_\_\_ Phone #  
\_\_\_\_\_ (Address)
3. \_\_\_\_\_ (Name) \_\_\_\_\_ ( ) \_\_\_\_\_ Phone #  
\_\_\_\_\_ (Address)

**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is Open:  Yes  No

Position(s) Considered For: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

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06/07/2019

# **BUILDING OFFICIAL/ZONING ADMINISTRATOR DOOLY COUNTY**

Job Title: Building Official/Zoning Administrator  
Department: Building Inspections

## **Job Summary:**

This position is responsible for on-site inspections of commercial and residential properties in Dooly County, including investigation of potential violations and the enforcement of County codes, ordinances and regulations, ensuring that all new construction, alterations to existing structures and installation of mobile homes complies with International Building Codes and Fort Oglethorpe adopted codes and standards.

## **Major Duties:**

- Responsible for ensuring that all new construction, alterations to existing structures and installation of mobile homes complies with International Building Codes and Dooly County adopted codes and standards.
- Investigates complaints of violations of County code, appropriate zoning ordinances, sign regulation and related laws, ordinances or codes; issues violations, citations, correction notices, and stop work orders to ensure compliance; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; presents violation in court as needed.
- Meets with owners, tenants, contractors, developers, businesses, etc., to review and explain zoning code requirement or building code requirement violations and/or potential violations; secure code compliance.
- Conducts daily combination inspections at residential, commercial, and industrial construction sites.
- Post public signs for activities including rezoning, subdivision of property, and variances when necessary.
- Prepares written reports of inspections, issue letters as specified by department procedures.
- Responsible for ensuring efficient review of plans and specifications and by ensuring prompt, fair and accurate inspections of work in progress.
- Inspects sediment and stormwater management facilities at commercial, residential and industrial sites.
- Ability to exhibit good judgment and discretion and adhere to guidelines when processing sensitive and/or confidential information.
- Able to efficiently and appropriately, with little supervision, prioritize assignments and complete tasks for department.
- Perform other related duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Possess knowledge and work experience required to perform the job.
- Ability to deal effectively and efficiently with the general public and other governmental offices.
- Ability to provide positive guidance and direction for department.
- Ability to receive and resolve citizen complaints.
- High attention to detail work and accurate follow-through for departmental goals.
- Ability to work efficiently and complete tasks and projects with frequent unscheduled interruptions.
- Excellent communication skills, both verbal and written.
- Ability to exhibit judgment and discretion and make independent decisions.
- Ability to work effectively in a teamwork environment.
- Able to work in outdoor environment able to traverse uneven terrains during performance of duties.
- Able to climb, bend, stoop during the performance of inspections.

### **Minimum Qualifications:**

- High School Diploma or equivalent
- Experience in code enforcement or an inspection-related position
- Possess and maintain a valid State of Georgia contractors or master trades license, (Electrical, Plumbing, HVAC); **or**, must attain International Code Council (ICC) Residential and Commercial Building Inspections certifications within 12 months of hire
- Must possess and maintain a valid Georgia driver's license
- NPDES Certification or ability to obtain within 12 months of hire

**Supervisory Responsibility:** Yes

**Supervisor:** County Administrator

**Work Hours:** Monday – Friday; 8:00 AM – 12:00 PM / 1:00 PM - 5:00 PM

### **Contact:**

Stephen C. Sanders, Administrator  
Dooly County Commissioners  
113 N. Third Street, Room #1  
Vienna, GA 31092  
229-268-4228  
[sesanders@doolycountyga.com](mailto:sesanders@doolycountyga.com)