

Conejos County  
6683 County Rd. 13  
PO Box 157  
Conejos, CO 81129  
(719) 376-6799

## Conejos County Application For Employment

For  
Grant Specialist

“An Equal Opportunity Employer”

**Instructions: Please print, write or type all information clearly. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. On each additional page, be sure to include your name and the position title. You may also attach copies of documents or certificates, which support your application. All materials submitted become the property of Conejos County and will not be returned. All statements made on this application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. I understand an employment offer is contingent upon successful completion of a pre-employment alcohol/drug test, physical, review of work references, and background check.**

Name \_\_\_\_\_  
Last Name First Name MI

Today's Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Present Mailing  
Address: \_\_\_\_\_  
Street City State Zip

Present Physical  
Address: \_\_\_\_\_  
Street City State Zip

Current Drivers License: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**EMPLOYMENT HISTORY:** The information you provide, in addition to education, will be used to determine if you meet the minimum qualifications, and in some cases, placement on the eligibility list for the position you are seeking. Give a complete record including part-time work and volunteer experience and indicate number of hours worked weekly. Indicate date, month and year beginning and ending for each position held and a thorough description of duties performed for each. Start with your current or most recent employer. You may attach a separate sheet for additional information.

Employer:		Description of your work:	
Address:			
Telephone:                      Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
Current Salary:	Position Title:	Number and type of people you supervised:	Dates From: To:
Supervisor's name and title:	Reason for changing employment:	May we contact your present employer?	
Employer:		Description of your work:	
Address:			
Telephone:                      Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
Salary:	Position Title:	Number and type of people you supervised:	Dates From: To:
Supervisor's name and title:	Reason for changing employment:	May we contact this employer?	
Employer:		Description of your work:	
Address:			
Telephone:                      Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
Salary:	Position Title:	Number and type of people you supervised:	Dates From: To:
Supervisor's name and title:	Reason for changing employment:	May we contact this employer?	
Employer:		Description of your work:	
Address:			
Telephone:                      Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
Salary:	Position Title:	Number and type of people you supervised:	Dates From: To:
Supervisor's name and title:	Reason for changing employment:	May we contact this employer?	

<b>Employer:</b>		<b>Description of your work:</b>	
<b>Address:</b>			
<b>Telephone:</b>		<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/>	
<b>Salary:</b>	<b>Position Title:</b>	<b>Number and type of people you supervised:</b>	<b>Dates</b> <b>From:</b> <b>To:</b>
<b>Supervisor's name and title:</b>		<b>Reason for changing employment:</b>	<b>May we contact this employer?</b>

**Additional Employment information:** State briefly any accomplishments, hobbies, skills, scholastic honors, interests, or experiences that you would like noted. Attach additional sheets if necessary.

<b>Circle Highest Grade Completed</b>				<b>Do you have a GED or equivalency certificate?</b>		
<b>High School</b> 9 10 11 12	<b>College</b> 1 2 3 4	<b>Graduate</b> 1 2 3	<b>Ph. D.</b> 4	<b>YES</b>	<b>or</b>	<b>NO</b>

	<b>School Name and Location</b>	<b>Date Graduated</b>	<b>Degree Awarded (BA, MB, PHD)</b>	<b>Credit Hours</b>	<b>Major Subject</b>
<b>High School Or GED</b>					
<b>College Or University Graduate</b>					
<b>Other Education (Trade or Business)</b>					

Are you studying now? \_\_\_\_\_ If so where? \_\_\_\_\_ **School and Location** Courses: \_\_\_\_\_

<b>Military Service:</b> Date of Service _____ From _____ To _____ Branch: _____ Type of Discharge: _____	<b>Describe Primary Duties:</b>
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References: List Three (3) personal references who are not relatives or former employers

Name and Occupation	Address	Telephone Number

*Conejos County is an Equal Employment Opportunity Employer. All persons are afforded equal opportunity in every area of hiring and employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, marital status, disability, handicap, veteran's status or any other legally protected status recognized by Federal Law, State Law, County Ordinance, and County Executive Order.*

<p><b>Have you ever worked for the Conejos County Board of Commissioners?</b></p> <p>Yes _____ No _____</p>	<p><b>Lowest Acceptable Salary:</b></p>
<p><b>If yes, please give date(s) of employment and department:</b></p>	<p><b>When are you available to begin work, if selected for employment?</b></p>

<p><b>Are you related to a county employee or is any member of your household employed by the Conejos County Board of Commissioners?</b></p> <p>Yes _____ No _____</p>	<p><b>Since your 18<sup>th</sup> birthday, have you been convicted of any violation of the law other than a minor traffic offense?</b></p> <p>Yes _____ No _____</p>
<p><b>If yes, please give person's</b></p> <p><b>Name:</b></p> <p><b>Relationship to you:</b></p> <p><b>Employing Department:</b></p>	<p><b>Note: A conviction does not automatically mean you cannot be employed by the county. The nature of the offense, how long ago it occurred, etc. are given consideration.</b></p> <p><b>If yes, please give</b></p> <p><b>Nature of Offense:</b></p> <p><b>Name and location of court:</b></p> <p><b>Disposition of case:</b></p> <p><b>Date:</b></p>

**The following section of the application lists the essential responsibilities and duties of the Grant Specialist. For each duty or responsibility, please briefly explain why you feel you are qualified (or not qualified) to accomplish the task. Please include such information as to work experience and/or education. Certificates of accomplishment, training, or education may be attached for reference. The job of Conejos County Grant Specialist includes, but is not limited to, the following duties and responsibilities:**

1. Conducts research and community outreach to identify possible funding sources that support the mission of the county departments.
2. Responsibility for researching, writing, compiling, and managing the timeline of all grants including maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and timely submission. Will work grants financially from start to finish. Applying, closing out, allocating monies and submit final documentation to applicable agencies.
3. Prepares grant applications.
4. Coordinate with county fiscal staff to gather information necessary for grant applications, tracking/reporting and monitoring of such grants.

5. Submits progress reports for grants as assigned by County Administrator completing these in compliance with designated deadlines, and following accepted standards for professional and technical writing.
  
6. Tell us about your computer skills and what software you are proficient operating.

**Please Read Carefully:**

**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 fact in this application or any supplements thereto, is cause for rejection of my application or discharge at any time during my employment. I voluntarily authorize my former employers, schools, and persons named herein to give information regarding me. I understand that if I am hired by Conejos County Government, the County shall require verification of my identity and eligibility for employment in the United States. I hereby release said organization from any liability to claim whatsoever for issuing this information. I also permit the County to conduct a police records investigation of my background if required for the position for which I am applying.**

**I understand that as a condition of employment, I may be required to pass the County Pre-employment physical, and drug screen and any further medical/psychological examinations(s) required by the County.**

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**Applicant's Signature**

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**Date**