



YATES COUNTY PERSONNEL DEPARTMENT

We can process your application more rapidly if you follow these guidelines:

1. Applications must be completed in full. Please print or type. Incomplete applications WILL be returned.
2. One original application (not a copy or fax) must be completed for each title (position).
3. Question 17 - Read Carefully - List all previous employment (day, month, year). Describe all experience related to position sought. Include all military experience. BE VERY SPECIFIC
4. **Resumes may be attached to supply additional information but will not be accepted in place of the experience page which must be completed in full.**
5. Make sure your application clearly reflects the minimum qualifications. **Month/Day/Year** are needed to determine if an applicant meets the required minimum years of experience.
6. A \$15.00 **non-refundable** fee (check, money order) is required when you submit an application for an ANNOUNCED EXAMINATION. Some positions do not require a test; therefore a fee is not submitted.
7. Re-check your application to make sure all appropriate questions are answered completely; sign and date it on the back page and return to the Personnel Department.