



**EMPLOYMENT APPLICATION**

**INSTRUCTIONS:** Please fill out the employment application completely and accurately even if you plan to submit a resume. Use a pen and print clearly. Omitted information or applications not filled completely will be considered void. Federal and state laws prohibit discrimination in employment practiced on account of race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, or disabilities.

**Date of Application:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name: (Print)** \_\_\_\_\_  
                                 **Last Name,**                                **First Name,**                                **Middle Initial**

Is any additional information relative to a change of name, use of an assumed name, or nickname, necessary to enable a check on your work record? Circle your choice: YES or NO

Please explain and provide other names or name changes. Circle your choice: MARRIAGE , ADOPTION or OTHER \_\_\_\_\_

**Other Names Used:** \_\_\_\_\_

Present Address	Previous Address (complete if at present address less than two years)

**ANSWER THE FOLLOWING BY CIRCLING YOUR ANSWER:**

<b>YES    NO</b>	<b>Are you over 17 years of age?</b>
<b>YES    NO</b>  <b>Not Applicable</b>	<b>If under 18, do you have working papers?</b>

<b>YES</b>	<b>NO</b>	Are you legally employable within the United States at the present time?
<b>YES</b>	<b>NO</b>	Have you ever applied to the Belmont County Engineer Department for a job? If yes, when did you apply? _____
<b>YES</b>	<b>NO</b>	Were you ever employed by the Belmont County Engineer Office?
<b>YES</b>	<b>NO</b>	Do you have any relatives working for the Belmont County Engineer Office? If YES, what relation? _____

**EDUCATION BACKGROUND:**

School Name	Address	Course of Study	Graduate? If Yes, state degree.
High School:			
College/Technical/ Business School:		Major:  Minor:	
Graduate School:		Major:  Minor:	

Are you still in school? YES or NO If YES, where? \_\_\_\_\_

How many courses are you taking? \_\_\_\_\_

Number of credits: \_\_\_\_\_ What is the course of study? \_\_\_\_\_

Special Skills (fill in only if job related): \_\_\_\_\_

Do you currently hold a CDL License? YES or NO If YES, what Class? \_\_\_\_\_

If YES, do you have any special endorsements? YES or NO

If YES, what are your endorsement(s)? \_\_\_\_\_

After reviewing the posted job description, are you able to perform all the functions listed in it?

YES or NO If No, please explain: \_\_\_\_\_

**PERSONAL REFERENCES:** Give the name, e-mail address or mailing address, and telephone number of a personal reference other than a relative or employer.

Name	E-mail Address/Mailing Address	Phone Number

What brought you to this organization? (Check all that apply)

<input type="checkbox"/>	Indeed	<input type="checkbox"/>	Ohio Means Jobs
<input type="checkbox"/>	Employment Agency	<input type="checkbox"/>	Friend/Employee
<input type="checkbox"/>	On My Own	<input type="checkbox"/>	School
<input type="checkbox"/>	State Employment Service	<input type="checkbox"/>	Other: _____

Position Desired: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Status (Circle One):                      Full Time      Part Time      Temporary Summer

What is your earliest start date? \_\_\_\_\_

**WORK EXPERIENCE:** Account for all employment since high school or the last 10 years, whichever is less, with the most recent experience first.

From Month/Year	To Month/Year	Employer Name	Principle Duties	Ending Salary	Supervisor's Name & Title	Reason for Leaving

**PERIODS OF UNEMPLOYMENT:** Account for all unemployment since leaving school and between positions for the last 10 years.

From Month/Year	To Month/Year	State what you were doing.	Persons other than relative who can confirm unemployment (provide telephone number)

**PLEASE READ BEFORE SIGNING.** If you have any questions regarding this statement, please ask them of the interviewer before signing.

In the event of my employment with the Belmont County Engineer Office, I will comply with all rules and regulations as set forth in the Belmont County Engineer Office policy manual or other communications distributed to all staff members. I further agree to complete all necessary forms in that regard. Additionally, I authorize the Belmont County Engineer Office to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that falsification could result in termination of my employment. In consideration of my employment, I agree to conform to the rules and regulations of the Belmont County Engineer Office. I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Belmont County Engineer or myself. This is not a contract of employment. Any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I further understand and agree that any employment will be at the sole discretion of the Belmont County Engineer. I understand that past employers/education institutions and/or military may be contacted for references. For reference purposes:

\_\_\_\_\_ You May                      \_\_\_\_\_ You May Not                      contact my present employer.

I hereby acknowledge that I have read the above statement and understand the same.

\_\_\_\_\_ Date: \_\_\_\_\_

**Applicant's Signature**

*\*Please note that electronic signatures are not acceptable. The signature must be hand-written by the applicant. If you e-mail your application in, please bring the original with you for the interview if invited.*