Application for Employment

Clermont County Engineer

2381Clermont Center Drive
Batavia, Ohio 45103-1959

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact the Clermont County Engineer's Office at (513) 732-8857

PLEASE PRINT

Position applied for: _____ Date of application: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Email address: _____

Telephone Number: (___) _____ _____

If necessary, best time to call you at home is _____am/pm

May we contact you at work? ..... ☐ Yes ☐ No

If yes, work number and best time to call _____am/pm

If you are under 18, can you furnish a work permit? ..... ☐ Yes ☐ No

Have you filed an application here before? ..... ☐ Yes ☐ No

If yes, give date _____

Have you ever been employed here before? ..... ☐ Yes ☐ No

If yes, give dates ..... from _____ to _____

Are you legally eligible for employment in this country? .....☐ Yes ☐ No
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work .....……_____

Type of employment desired ☐ Full-Time ☐ Part-Time ☐ Temporary
☐ Seasonal ☐ Educational Co-Op

Are you on lay-off and subject to recall?..... ☐ Yes ☐ No

Are you able to meet the attendance requirements of the position? ..... ☐ Yes ☐ No

Will you work overtime if required? ..... ☐ Yes ☐ No

Driver License Number _____ State _____CDL Class _____

Referral Source: ☐ Advertisement ☐ Employee ☐ Relative ☐ Walk-in

☐ Government Employment Agency ☐ Private Employment Agency ☐ Other _____

Name of Source (if applicable) _____

AN EQUAL OPPORTUNITY EMPLOYER

THIS DEPARTMENT PROMOTES A DRUG FREE WORKPLACE

Employment History

List your three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer Name:	Dates Employed From | To	Summarize the nature of the work performed and job responsibilities:
Address	Telephone	
Job Title	Hourly Rate/Salary Starting	
Immediate Supervisor and Title	$ | Per	
Reason for Leaving	Hourly Rate/Salary Final	
May we contact for reference? □Yes □ No □ Later	$ | Per	

Employer Name:	Dates Employed From | To	Summarize the nature of the work performed and job responsibilities:
Address	Telephone	
Job Title	Hourly Rate/Salary Starting	
Immediate Supervisor and Title	$ | Per	
Reason for Leaving	Hourly Rate/Salary Final	
May we contact for reference? □ Yes □ No □ Later	$ | Per	

Employer Name:	Dates Employed From | To	Summarize the nature of the work performed and job responsibilities:
Address	Telephone	
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Immediate Supervisor and Title	$ | Per	
Reason for Leaving	Hourly Rate/Salary Final	
May we contact for reference? □ Yes □ No □ Later	$ | Per	

Comments (including explanation of any gaps in employment)

Skills and Qualifications

Summarize any special training, skills, licenses, certificates and/or characteristics that may qualify you as being able to perform job-related functions for the position which you are applying:

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Educational Background

List all schooling attended (High School and above).

School	Years Completed	Degree Diploma	GPA Class Rank	Major	Minor

References

List name and telephone number of three business/work references that are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Years Known

List professional, trade, business, or civic associations and any offices held (exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status).

Organization	Offices Held

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status).

List any additional information you would like us to consider:

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 180 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand it is the Clermont County Engineer's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

In completing this application I acknowledge that the Engineer's Office recognizes the Drug Free Workplace Act of 1988 and complies with all drug screening requirements of the U.S. Department of Transportation Federal Highway Administration.

I understand that it is the policy of the Engineer's Office that all potential employment offers are made contingent upon completing a physical examination and satisfactorily passing a drug screen.

As a condition of employment, I also understand that my cooperation and support of all safety and health directives, policies and procedures are to be followed to the best of my ability.

Signature of Applicant: _____ Date ____/____/____

Interviewer Comments: _____

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