

# Application for Employment

Clermont County Engineer

2381 Clermont 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 a representative of the Personnel Department.*

## PLEASE PRINT

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_  
Referral Source:  Advertisement  Employee  Relative  Walk-in

Government Employment Agency  Private Employment Agency  Other \_\_\_\_\_

Name of Source (if applicable) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number ( ) \_\_\_\_\_ Social Security Number - - am  
pm

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

Have you been convicted of a felony in the last seven (7) years? .....  Yes  No  
(Such conviction may be relevant if job related, but does not bar you from employment.)

If yes, explain \_\_\_\_\_

Drive license number \_\_\_\_\_ State \_\_\_\_\_ CDL Class \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER**

**THIS DEPARTMENT PROMOTES A DRUG FREE WORKPLACE**

## Employment History

List your four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer Telephone ( )	<u>Dates Employed</u> From   To	Summarize the nature of the work performed and job responsibilities:
Address		
Job Title	<u>Hourly Rate/Salary</u> Starting	
Immediate Supervisor and Title	\$   Per	
Reason for Leaving	<u>Hourly Rate/Salary</u> Final	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$   Per	

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May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$   Per	

Comments (including explanation of any gaps in employment)

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

**Educational Background** (if job related)

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank and E. Major and minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	E. Minor

**References**

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

Name	Telephone	Years Known
	Area Code ( )	
	Area Code ( )	
	Area Code ( )	

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.)

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\_\_\_\_\_

List any additional information you would like us to consider. \_\_\_\_\_

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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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