

Geauga County Job and Family Services
Application for Employment

PERSONAL

Name: _____ Date: _____

Address: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____ May we call you at work? _____

Have you ever been employed here before: Yes No If yes give dates: _____

Are you available to work: Part time Full-Time Temporary

If part time please specify hours: _____

Have you ever been employed under a different name: _____ If so, please state: _____

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

Are you a veteran of the U.S. Military Branch? Yes No

Are you a U.S. Citizen? Yes No If not, are you authorized to work in the U.S.? Yes No

Have you been convicted of a felony or misdemeanor, other than a minor traffic violation? Yes No If yes, list date(s) and type(s) of offense(s).
(Convictions may not automatically disqualify you.) _____

Driver's License #: _____ State: _____

POSITION

Position Desired: _____

Date available for work: _____

Referral Source: Newspaper, which one: _____ Friend/Relative Walk-in
 Geauga County Website Other, please explain: _____

EDUCATION

High School Name	City-State	Did you graduate	Major
College/University	City-State	Degree	Major
College/University	City-State	Degree	Major
Graduate School	City-State	Degree	Major
Other	City-State	Degree	Major

Scholastic Awards: _____

List computer software, hardware and programming languages, any machines or equipment which you can operate:

Any skills or experience that may be helpful to us in considering your qualifications. Please include volunteer and other community activities: _____

EMPLOYMENT EXPERIENCE: (LIST EMPLOYMENT STARTING WITH PRESENT OR MOST RECENT EMPLOYER)

From: _____ To: _____

Employer's name and address

Phone/Include Area Code

Job Title

Supervisor

Ending Salary Rate

Reason for leaving: _____

Job Duties: _____

From: _____ To: _____

Employer's name and address

Phone/Include Area Code

Job Title

Supervisor

Ending Salary Rate

Reason for leaving: _____

Job Duties: _____

From: _____ To: _____

Employer's name and address

Phone/Include Area Code

Job Title

Supervisor

Ending Salary Rate

Reason for leaving: _____

Job Duties: _____

All applicants must agree to submit and pass (test negative) a pre-employment drug test. Failure to pass the drug test shall result in the withdrawal of the job offer or transfer.

The Geauga County Job and Family Services considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Agreement (Please read the following statement carefully):

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

SIGNATURE

DATE