

APPLICATION FOR EMPLOYMENT

TRUMBULL COUNTY COMMISSIONERS
HUMAN RESOURCES DEPARTMENT
160 HIGH STREET N.W.
WARREN, OH 44481

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For

Date of Application

How Did You Learn About Us?

_____ Advertisement

_____ Friend

_____ Walk-in

_____ Employment Agency

_____ Relative

_____ Other _____

Last Name

First Name

Middle Name

Address

Number

Street

City

State

Zip Code

Telephone Number(s)

Social Security Number (optional, required upon hire)

If you are under 18 years of age, can you provide required proof of your eligibility to work?

_____ Yes

_____ No

Have you ever filed an application with us before?

_____ Yes

_____ No

If Yes, give date

Are you currently employed?

_____ Yes

_____ No

May we contact your present employer?

_____ Yes

_____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment

_____ Yes

_____ No

On what date would you be available for work?

Are you available to work: ___ Full Time ___ Part Time ___ Shift Work ___ Temporary

Are you currently on "Lay-off" status and subject to recall?

_____ Yes

_____ No

Can you travel if a job requires it?

_____ Yes

_____ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed Starting To	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary Starting Final	
Job Title Supervisor	--	
Reason for Leaving		
Employer	Dates Employed From To	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary Starting Final	
Job Title Supervisor	--	
Reason for Leaving		
Employer	Dates Employed From To	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary Starting Final	
Job Title Supervisor	--	
Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

List Professional, Trade, Business or Civic Activities and Offices Held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

EDUCATION

	<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma or Degree</i>
<i>Elementary School</i>				
<i>High School</i>				
<i>Undergraduate College</i>				
<i>Graduate Professional</i>				
<i>Other (Specify)</i>				
<i>Indicate any foreign languages you can speak, read and/or write</i>				
	<i>FLUENT</i>	<i>GOOD</i>	<i>FAIR</i>	
<i>SPEAK</i>				
<i>READ</i>				
<i>WRITE</i>				
<i>Describe any specialized training, apprenticeship, skills and extra-curricular activities.</i>				
<i>Describe any job-related training received in the United States Military.</i>				

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS

Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	<i>Production/Mobil Machinery (list):</i>	<i>Other (list):</i>
<input type="checkbox"/> PC	<input type="checkbox"/> Excel	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Word	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A Description of the activities involved in such a job or occupation is Attached.

YES NO



TRUMBULL COUNTY HUMAN RESOURCES DEPARTMENT

COMMISSIONERS

**MAURO CANTALAMESSA
FRANK S. FUDA
DANIEL E. POLIVKA**

160 HIGH STREET, N.W.

WARREN, OHIO 44481

TELEPHONE: (330) 675-2460, (330) 675-2589; FAX: (330) 675-6646; TDD: (800) 750-0750

E-MAIL: HR@CO.TRUMBULL.OH.US

INFORMATION RELEASE

I authorize any of the persons or organizations referenced in this application to give the Trumbull County Department of Human Resources any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from providing such information to you. I authorize you to request and receive such information.

NAME OF APPLICANT - Please Print

SOCIAL SECURITY NUMBER
(Optional, required upon hire)

SIGNATURE OF APPLICANT

DATE