

APPLICATION FOR EMPLOYMENT
TRUMBULL COUNTY COMMISSIONERS
HUMAN RESOURCES DEPARTMENT
160 HIGH STREET N.W.
WARREN, OHIO 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? If yes, give date.

Yes

No

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?

Yes

No

(Proof of citizenship or immigration status will be required upon employment)

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	Work Performed
_____	Starting _____ To _____	_____
Address		_____
_____		_____
Telephone Number(s)	Hourly Rate/Salary	_____
_____	Starting _____ Final _____	_____
Reason for Leaving		_____
_____		_____

Employer	Dates Employed	Work Performed
_____	Starting _____ To _____	_____
Address		_____
_____		_____
Telephone Number(s)	Hourly Rate/Salary	_____
_____	Starting _____ Final _____	_____
Reason for Leaving		_____
_____		_____

Employer	Dates Employed	Work Performed
_____	Starting _____ To _____	_____
Address		_____
_____		_____
Telephone Number(s)	Hourly Rate/Salary	_____
_____	Starting _____ Final _____	_____
Reason for Leaving		_____
_____		_____

If you need additional space, please continue on the last blank page of this document.

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

	Name and Address of School	Course of Study	Years Completed	Diploma or Degree
Elementary School	_____	_____	_____	_____
High School	_____	_____	_____	_____
Undergraduate College	_____	_____	_____	_____
Graduate Professional	_____	_____	_____	_____
Other (Specify)	_____			

Indicate any foreign languages you can speak, read and/or write

	Specify Language	Fluent	Good	Fair
Speak		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States Military.

ADDITIONAL INFORMATION

Other Qualifications

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

Specialized Skills

PC Specialized Software

Purchasing MS Office Suite

Check Skills/Equipment Operated:

Other (list):

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 job or occupation is provided in the link to the position from the Human Resource website.

Yes

No



TRUMBULL COUNTY HUMAN RESOURCES DEPARTMENT

160 HIGH STREET, N.W.
WARREN, OHIO 44481
TELEPHONE: (330) 675-2460; FAX: (330) 675-6646; TDD: (800) 750-0750
E-MAIL: HR@CO.TRUMBULL.OH.US

COMMISSIONERS
MAURO CANTALAMESSA
NIKI FRENCHKO
FRANK S. FUDA

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)

ELECTRONIC SIGNATURE OF APPLICANT
Please type your First and Last Name

DATE

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

Submit Job Application one of the following ways:

- By mail or in person to:
Trumbull County Administration Building
160 High Street, N.W., Fifth Floor
Warren, Ohio 44481
- By Fax: (330) 675-6646
- By Email: hr@co.trumbull.oh.us

