

# APPLICATION FOR EMPLOYMENT CHAMPAIGN COUNTY ENGINEER

Date \_\_\_\_\_

## Personal

Name \_\_\_\_\_ SSN (Optional) \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Present Address \_\_\_\_\_ How Long \_\_\_\_\_

Previous Address \_\_\_\_\_ How Long \_\_\_\_\_

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## Work Preference

What type of work are you seeking? \_\_\_\_\_

Do you have any physical, mental or medical conditions that would interfere with your ability to perform the type of work you are applying for? \_\_\_\_\_

Do you have any commitments (i.e. school, second job, etc.) which might interfere with, or adversely affect your employment should we select you for a position? \_\_\_\_\_

Are you willing to work any shift and accept overtime when required \_\_\_ Yes \_\_\_ No

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## Education and Experience

Grade School \_\_\_\_\_ Location \_\_\_\_\_

High School \_\_\_\_\_ Did you Graduate \_\_\_\_\_ GED \_\_\_\_\_

College \_\_\_\_\_ Degree \_\_\_\_\_

Describe any other special training, skills or experience that you feel would qualify you for the position for which you are applying \_\_\_\_\_

Hobbies \_\_\_\_\_

Do you have a valid Ohio Driver's License \_\_\_\_\_ CDL \_\_\_\_\_

License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Work History**

Please list your past work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. Explain any gaps in employment in the space provided. If you have had more than three employers in the last ten years, list those on a separate sheet.

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_

Employed From \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

May we contact this employer \_\_\_\_\_ Reason for leaving employment \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_

Employed From \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

May we contact this employer \_\_\_\_\_ Reason for leaving employment \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Job Duties \_\_\_\_\_

Employed From \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

May we contact this employer \_\_\_\_\_ Reason for leaving employment \_\_\_\_\_

**Explain any Gaps in Employment**

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**References**

List three references other than relatives or former employers who have known you for at least one year.

Name	Address	Phone
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**Include anything else that you would like to tell us about your background and/or qualifications**

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**Certification**

Please read the following carefully. Indicate your understanding and consent to the contents and conditions of this certification. If you have any questions regarding this certification ask the employer before you sign.

I certify that the information furnished by me on this application is true and complete to the best of my knowledge. I understand that the completion of this application does not constitute an offer of employment and that the Champaign County Engineer is not implying that he now has or will have in the future any job openings. I understand and accept that if I am selected for employment that said employment may be conditioned upon my passing any medical examination that the Engineer deems necessary to determine my capabilities to physically perform the essential functions of the position for which I may be selected. I understand that I may be subject to drug testing in accordance with the Drug-Free Workplace Program. I understand that a background check may be required prior to employment and I agree to permit any former employers, schools or law enforcement agencies to release information to the Champaign County Engineer or his designee relevant to my employment for the position for which I am applying. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

I understand and agree to all conditions and requirements as detailed in the above paragraph.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*The Champaign County Engineer is an Equal Opportunity Employer and will not discriminate in employment on the basis of age, sex, race, national origin, religion, marital status or non-job related handicaps.*