

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

(Proof of citizenship or immigration status may 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 on a lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H

Have you ever been convicted of a felony? Yes No

If Yes, please explain

Veteran of the U.S. Military service? Yes No If Yes, Branch

Number of Months of Service _____ Discharge Date

List professional, trade, business or civic activities and offices held.

(You may exclude those which indicate race, color, religion, sex or national origin):

Give **COMPLETE** name, address and telephone number of **three** references who are not related to you.

In your own handwriting, please describe the characteristics of an outstanding employee.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

Employer	Telephone	Dates Employed	Work Performed
#1		From To	
Address			
Job Title		Hourly Rate/Salary	
		Starting Final	
Supervisor			
Reason for Leaving			

Employer	Telephone	Dates Employed	Work Performed
#2		From To	
Address			
Job Title		Hourly Rate/Salary	
		Starting Final	
Supervisor			
Reason for Leaving			

Employer #3	Telephone	Dates Employed From To	Work Performed
Address			
Job Title		Hourly Rate/Salary Starting Final	
Supervisor			
Reason for Leaving			

Employer #4	Telephone	Dates Employed From To	Work Performed
Address			
Job Title		Hourly Rate/Salary Starting Final	
Supervisor			
Reason for Leaving			

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

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience:

APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a **Confidential File** separate from the Application for Employment.

NOTES:

EDUCATION

	Elementary	High	College/University	Graduate/ Professional
School Name				
Years Completed: (circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study:				
Do you hold or are you able to obtain a valid teaching certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No Valid in what state? _____ Number(s) _____ Grade levels or subjects listed on Certificate(s) _____				
Honors Received:				
State any additional information you feel may be helpful to us in considering your application.				

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks:

Employed Yes

No

Interviewer
Date of Employment

Date

Job Title _____

Hourly Rate/Salary _____

Department _____

Return Application To:

**Columbiana County Board of MR/DD
7675 State Route 45
Lisbon, Ohio 44432**