

THE HARDIN COUNTY APPOINTING AUTHORITY
PERSONNEL POLICY AND PROCEDURE MANUAL

APPLICATION FOR EMPLOYMENT

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Please Complete Form Completely & Accurately. Please Use a Pen & Print Clearly

PERSONAL INFORMATION

Name _____
Last First MI

Street Address City State County Zip Code
Home Telephone _____ Work Telephone _____

Are you at least eighteen (18) years of age? Yes No
Are you legally permitted to work in the United States? Yes No

Proof of Citizenship or Immigration Status Will Be Required Upon Employment

Best time to contact you by phone at home _____ at work _____
Position(s) applied for _____
Date of Application _____

Are you applying for Full-time work Part-time work No preference

Are you interested in Permanent work Intermittent work Temporary work
 Seasonal work No Preference

Are you currently in "layoff status" and subject to recall? Yes No
Minimum salary expectation _____ Date available to start _____

Employment History (In chronological order beginning with the most recent)

1. Employer's Name Address Supervisor's Name	Dates Employed From: _____ Month/Year To: _____ Month/Year	Your Job Title Beginning _____ End _____
Describe your duties, responsibilities, equipment operated, etc., for position (s) held _____ _____ _____		
Describe your reason(s) for leaving _____ _____		

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2. Employer's Name _____ Address _____ _____ Supervisor's Name _____	Dates Employed From: _____ Month/Year To: _____ Month/Year	Your Job Title Beginning _____ End _____
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3. Employer's Name _____ Address _____ _____ Supervisor's Name _____	Dates Employed From: _____ Month/Year To: _____ Month/Year	Your Job Title Beginning _____ End _____
Describe your duties, responsibilities, equipment operated, etc., for position (s) held _____ _____ _____		
Describe your reason(s) for leaving _____ _____		

EDUCATION AND TRAINING

	Formal Education	College	Technical School
School Name and Location			
Years Completed	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 Above	1 2 3 4 Above
Diploma/Degree/Major			
Other School(s) Attended	_____ _____ _____		
Please describe courses you took, technical training you received, or skills you have attained which you feel would help you perform the job for which you are applying (e.g., special machines or equipment you operate, hobbies, or volunteer work projects which have taught you qualifying skills, etc.): _____ _____ _____			

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MISCELLANEOUS

The following information will be used only if it is directly related to the classification/position for which you are applying.

Have you ever been employed in the state or county service of the State of Ohio? Yes No

Have you any job-related training in the U.S. Military? Yes No

If you answered "yes" to either of the last two (2) questions, please explain: _____

Have you ever filed an application here before? Yes No

Have you ever been employed here before? Yes No

WORK REFERENCES

Please give the name, address, and phone number of three references not related to you who would know of your skills for this position.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

I hereby declare that the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. I understand that, if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize you to obtain information through contacts with my former employers and the references listed above.

Applicant's Signature _____ Date _____

Reference Check #1 _____ Verified _____ Date _____
Comments _____

Reference Check #2 _____ Verified _____ Date _____
Comments _____