

RICHLAND COUNTY

DEPARTMENT OF HUMAN RESOURCES

Return Applications to:

395 N. MAIN STREET OR 77 N. MULBERRY STREET, MANSFIELD, OH 44902

APPLICATION FOR EMPLOYMENT

Print Clearly and Answer all Questions.

Date of Application: _____

Position Applied For: _____ Department: Engineer/Highway

Name: _____

Last

First

Middle

Address: _____

Number

Street

City

State

Zip Code

Phone No.: _____ Social Security No. _____

If hired, when would you be able to start? _____

Have you worked for Richland County before? _____ If yes, when: _____

In which department? _____

Are you 18 or over? Yes _____ No _____

Do you have the legal right to live and work in the US? Yes _____ No _____

Do you meet the minimum qualifications for the classification for which you are applying?

Yes _____ No _____

Do you possess a valid Driver's License? Yes _____ No _____

If yes, what is the license number? _____ Issued in what state? _____

EDUCATION:

EDUCATION:	High School	College	Graduate/Professional
School Name			
School Address			
Diploma/Degree			
Describe Course of Study			
Grade Point			
Specialized Training:			

EMPLOYMENT HISTORY:

Please list your last two employers. Indicate name used if other than signature on this application. In additional, list any other qualifying experience in the last ten years. If you need more room, use a separate piece of paper. A resume is welcome in addition to this application, however, it may not be substituted for any part of this application. Incomplete information, including phone numbers and addresses may prevent application from being processed.

Company Name / Address: _____

Phone #: _____

Dates worked: From: _____ to _____

Your Duties: _____

Reason from Leaving: _____

Company Name / Address: _____

Phone #: _____

Dates worked: From: _____ to _____

Your Duties: _____

Reason from Leaving: _____

RELEASE AND AUTHORIZATION

****PLEASE READ CAREFULLY****

I certify that all statements contained herein or at any step of the employment process are true, complete and correct to the best of my knowledge. I understand that a false answer or material omissions may be grounds for dismissal from Richland County.

By signing this waiver, I expressly authorize Richland County, Ohio to make a thorough investigation of my past employment and activities which may include, but not be limited to, a motor vehicle record check, police record check, etc. I also authorize Richland County to make an inquiry of my former employers concerning my work record, job qualifications and performance. I authorize my former employer to furnish Richland County, Ohio with this information upon their request. I recognize the right of Richland County, Ohio to treat, at its discretion, certain sources as confidential, and its right to withhold from me or my agent the names of such confidential sources, and information obtained therefrom.

Signature of applicant:_____Date:_____

****Incomplete or missing information may prevent this application from being processed.****