

COSHOCTON COUNTY ENGINEER'S OFFICE

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ County: _____ SSN#: _____

Email Address: _____

Are you at least 18 years old ? ☐ Yes ☐ No

Do you have any relatives working for the County Engineer? - If yes, please list name and relationship. _____

EMPLOYMENT DESIRED

Position applying for: _____

Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodation? ☐ Yes ☐ No

What date will you be available for work? _____

Minimum salary expected? _____

PLEASE ATTACH RESUME IF AVAILABLE

EDUCATION

Type	Name & Address	Circle Last Year Completed	Did You Graduate?	Subject Studied & Degree Received
High School		9 10 11 12		
College		1 2 3 4		
Post Graduate		1 2 3 4		
Business, Trade, or Correspondence School		1 2 3 4		

EMPLOYMENT HISTORY

(List most **recent** employer first. Include relevant military history. Use additional paper, if necessary.)

Name of Employer _____ Telephone # (____) _____	
Address _____ City _____ State _____ Zip _____	
Name & Title of Supervisor _____	
Job Title _____	
Dates of Employment _____ to _____ Hourly Wage _____	
Briefly describe your duties & responsibilities _____	

Specific reason for leaving _____	

Name of Employer _____ Telephone # (____) _____

Address _____ City _____ State _____ Zip _____

Name & Title of Supervisor _____

Job Title _____

Dates of Employment _____ to _____ Hourly Wage _____

Briefly describe your duties & responsibilities _____

Specific reason for leaving _____

List the Employers we may not contact for reference _____

REFERENCES (List non-related, individuals whom we may contact for a professional reference.)

Name	Address	Telephone
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

OTHER (Please provide any other information you believe is relevant and would like the Employer to consider in its review of your application)

APPLICANT'S AGREEMENT AND RELEASE

I certify, I have read and understand the information requested on this application and the responses to the foregoing questions and statements made by me are complete and true to the best of my knowledge .

I understand any false information, omissions, or misrepresentations of fact called for in this application may result in rejection of my application or immediate discharge at any time during my employment. I also understand, as a condition of initial or continued employment, I agree to submit to lawful examinations such as criminal, medical, drug screening, or others as may be required by the Employer.

I authorize the Coshocton County Engineer and/or its agents, including consumer reporting bureaus to verify any of this information by searching appropriate information and record sources. I authorize all employers (unless restricted on page 3 of this application), persons, schools, companies, law enforcement authorities, and state agencies to release any information concerning my background and hereby release those parties from any liability whatsoever for issuing this information. I further release the Employer of any and all claims of action arising out of the Employer's efforts to verify the information I have provided in this application and/or its determinations of my qualifications and abilities.

I confirm I meet all the requirements as stated on the job posting or job description for the position for which I am applying. I am further able to perform all the essential duties of the positions as listed in the job descriptions, with or without reasonable accommodation.

I understand and agree as a condition of my employment, I shall meet and maintain all required standards of my position which involve certification, registration, licensure and/or training. I further understand I may be required to enroll in courses and/or other training at my own expense in order to maintain the standards of my position.

I grant permission to have this application and enclosures duplicated and to be distributed to the employees of the Coshocton County Engineer responsible for initial screening, interviewing, recommending applicants for employment and to other employees responsible for personnel records and reports.

Signature _____ Date _____

The Coshocton County Engineer is an Equal Employment Opportunity Employer. It does not discriminate on the basis of age, race, color, religion, sex, disabilities, national origin or other illegal reasons.

Please return this application to 23194 County Road 621, Coshocton, Ohio 43812.