



DEPARTMENT OF JOB AND FAMILY SERVICES

185 Shady Lane Drive, Norwalk OH 44857 • www.huroncountydjfs.org
419-668-8126 or 1-800-668-5175 • Fax 419-668-4738

HURON COUNTY APPLICATION FOR EMPLOYMENT WITH HCDJFS

Huron County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, age, gender, marital status, national origin, disability, veteran status, or any other protected status. An applicant requiring accommodation to the application and/or interview process should notify the Human Resources Department.

The content of this application or a portion thereof may be a public record subject to disclosure upon request.

PERSONAL

Position(s) sought: _____

Date of application: _____

Name: _____
Last First M.I.

Former names used: _____

Mailing address: _____

Home address (if different than mailing address): _____

City, State, Zip _____

Home phone: _____ Other phone: _____

Email: _____

Best time to contact you at home: _____ a.m./p.m.

Have you ever submitted an application to Huron County? Yes ___ no ___ If yes, when? _____

Have you ever been employed by Huron County? Yes ___ No ___ If yes, when? _____

Are you legally eligible for employment in the United States? Yes ___ No ___

(If offered employment, you will be required to provide documentation to verify eligibility.)

Do you hold a current State of Ohio driver's license? Yes ___ No ___ If yes, state of issuance & license number: _____

Do you have and maintain the required insurance to drive in the state of Ohio? Yes ___ No ___

Are you able to meet all of the attendance requirements of this position? Yes ___ No ___

Are you able to work overtime if necessary? Yes ___ No ___

Will you travel if the position requires it? Yes ___ No ___

Do you have any friends or relatives currently employed by Huron County? Yes ___ No ___

If yes, who and with what department are they employed? _____

What is your desired salary range or rate of pay? \$ _____ per _____

Date of availability to start work: _____

Type of employment desired: Full-time ___ Part-time ___ Seasonal ___

Are you Fluent in any language other than English? ___yes ___no

Speak? ___ Write? ___ Read? ___

EMPLOYMENT HISTORY

List all employment history and other work experience within the past ten years, beginning with your current employer. Include military experience. Use additional paper if necessary. Failure to include all employment history may be grounds for disqualification. Please explain any gaps in employment on the back side of this page.

Have you ever been fired or asked to resign from any previous employment? Yes____No ____

If yes, please explain: _____

May we contact your current employer? Yes____No ____

Current Employer Name & Address	Position title/duties, skills:	Start Date	End Date
		Reason for leaving:	
Pay: \$		Supervisor:	Phone:
Per:			
Employer Name & Address	Position title/duties, skills:	Start Date	End Date
		Reason for leaving:	
Pay: \$		Supervisor:	Phone:
Per:			
Employer Name & Address	Position title/duties, skills:	Start Date	End Date
		Reason for leaving:	
Pay: \$		Supervisor:	Phone:
Per:			
Employer Name & Address	Position title/duties, skills:	Start Date	End Date
		Reason for leaving:	
Pay: \$		Supervisor:	Phone:
Per:			

MILITARY

Are you a veteran? Yes____No____Date of discharge _____

Duty/specialized training: _____

EDUCATION AND TRAINING

	<u>Name of School–City located</u>	<u>Yrs. Completed</u>	<u>Field of Study</u>	<u>Diploma/Degree</u>
High School:				
College/University:				
Business/Technical:				
Additional Training:				

SKILLS AND QUALIFICATIONS

List special skills, abilities, or honors that should be considered: _____

List equipment, hardware, software, etc. that you are qualified to operate or repair: _____

List professional licenses, certifications, or registrations you hold: _____

Are you willing to attain any licenses that may be required? Yes____No ____

List additional skills, including supervision, other languages, or information concerning your qualification:

ADDITIONAL INFORMATION

Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, reserve National Guard or any other similarly protected status.

REFERENCES

Please provide a combination of three professional and/or personal references.

<u>Professional</u>	<u>Personal</u>
Name:	Name:
Address:	Address:
Phone: ()	Phone: ()
Email:	Email:
Name:	Name:
Address:	Address:
Phone: ()	Phone: ()
Email:	Email:
Name:	Name:
Address:	Address:
Phone: ()	Phone: ()
Email:	Email:



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Reference Checking Consent and Authorization Form

Please read the information on this form carefully and completely

I have applied for employment with Huron County Department of Job & Family Services and have provided information about my previous employment. I authorize Huron County Department of Job & Family Services to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanor, rehire potential, dates of employment, salary and employment history.

My signature below authorizes my former or current employers and references to release information regarding my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to Huron County Department of Job & Family Services, whether the information is positive or negative. I knowingly and voluntarily release all former and current employers, references, and Huron County Department of Job & Family Services from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with Huron County Department of Job & Family Services.

I further authorize Huron County Department of Job & Family Services to obtain feedback and references from my supervisors over the course of my employment with Huron County Department of Job & Family Services. I understand that subsequent and continued employment with Huron County Department of Job & Family Services may be subject to this feedback.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

Name: _____ Signature: _____

Date: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge, and I authorize Huron County to verify their accuracy and to obtain reference information on my work performance. I hereby release Huron County from any and all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that any offer of employment may be contingent on my passing a medical and/or psychological examination and drug and alcohol testing. I understand that, if employed in a safety-sensitive position, I may be required also to submit to random, post-accident, and reasonable-suspicion drug and alcohol testing.

I understand that, given the services provided by Huron County and the responsibilities undertaken on behalf of its citizens, I may be required to work weekends, evening hours, or at other times determined necessary by my Appointing Authority, including mandatory overtime hours. I may also be required to be on-call. I understand that overtime and on-call hours will be compensated in accordance with state and federal laws, Huron County policies and procedures, and applicable collective bargaining agreements.

I understand that if an offer of employment is extended to me and accepted by me, I will fully adhere to the policies, rules, and regulations set forth by Huron County and/or my Appointing Authority. I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an employment contract, implied or otherwise. I understand that, if employed in an unclassified position, my employment is at will and may be terminated by me or my employer with or without cause.

I further understand that Huron County jobs may require post-offer applicants to undergo a criminal background check as a contingent of employment. I release Huron County from all liability and claim of damages, along with any agency, firm, organization, or individual providing requested information to the County. It is understood that all personal information compiled as a result of this release will be used for the exclusive purpose of evaluating my candidacy for employment with Huron County.

I solemnly swear that all of the information furnished in this employment application is true, accurate, and complete to the best of my knowledge. I authorize investigation of all statements contained in this application.

I understand that any misrepresentation or falsification of the information provided may lead to withdrawal of an offer of employment or termination following employment. I recognize that my future employment with Huron County will be jeopardized if I engage in substance abuse, including drugs and alcohol, or am convicted of a felony.

I understand and agree to all of the information presented in this *Applicant's Agreement and Certification*.

DO NOT SIGN UNTIL YOU HAVE READ THE STATEMENT ABOVE

Applicant's Signature

Date

PLEASE INCLUDE A COPY OF YOUR RESUME WITH THIS APPLICATION

APPLICANT BACKGROUND INVESTIGATION

I understand that certain positions within Huron County require that an individual's past history be investigated to determine whether the person can qualify for consideration for appointment. Therefore, prior to appointment to these positions individuals selected for hire will undergo a background check with possibly local, state and federal law enforcement agencies. I also understand that I may be requested to submit to fingerprinting as part of the background investigation.

I authorize release of any police record information in my name, to Huron County and/or an appropriate Huron County Appointing Authority.

Name (printed):

Last _____ Middle _____ First _____

List any other names you have used during the previous five (5) years (printed):

List any counties and states in which you have lived and/or worked during the previous five (5) years (printed):

Social Security Number: _____

Signature: _____

REPORT

Official: _____ Date: _____

REQUEST FOR MOTOR VEHICLE RECORD CHECK

In accordance with the provisions of Section 604 and Section 607 of the Fair Credit Reporting Act, Public Law 91-508, I hereby certify that the information requested below will be used for a "permissible purpose" as defined in the Act, and that the information received will be used for no other purpose.

I further certify that if the applicant named below is denied employment based upon the information received, I will identify the source of the report in accordance with Section 615 (a) of the Fair Credit Reporting Act.

REQUESTED BY: Huron County Human Resources

To Whom It May Concern:

The following person has made an application with Huron County. In accordance with Section 391.23 of the Federal Department of Transportation Regulations, please furnish the above with the applicant's driving record for the last three (3) years.

Name of Applicant: _____

Address: _____

City/State/Zip: _____

Social Security Number: _____

Driver's license number: _____

State of issuance: _____

Signature of Applicant: _____

I GRANT PERMISSION TO HURON COUNTY TO RECEIVE INFORMATION REGARDING MY DRIVING RECORD.