

MERCER COUNTY
AN EQUAL OPPORTUNITY EMPLOYER

Instructions: Please complete this form completely and accurately. Please type or use a pen and print clearly.

SECTION I - PERSONAL INFORMATION

Name: _____
Last First MI Last 4 digits of S.S.#

Street Address City State County Zip Code

Home Telephone # Work Telephone #

Are you at least eighteen (18) years of age? Yes No

Are you prevented from lawfully becoming employed by this County because of VISA or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Best Time to contact you by phone at: Home: _____ Work: _____

SECTION II - WORK PREFERENCES

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 on "lay-off" status and subject to recall? Yes No

Minimum salary expectation: _____

Date available to start: _____

MERCER COUNTY
AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

PAGE 2 OF 5

SECTION III - WORK REFERENCES

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

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

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

MERCER COUNTY
AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

PAGE 3 OF 5

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

| | | |
|--|---|---|
| 4. _____ Employer's Name _____ Street Address _____ City/State/Zip _____ Supervisor's Name | Dates Employed: From: _____ Month/Year To: _____ Month/Year | Your Job Title: Beginning: _____ End: _____ |
| Your Salary: Beginning: _____ End: _____ | | |
| Describe your duties, responsibilities, equipment operated, etc. for position(s) held: _____ _____ _____ | | |
| Describe your reason(s) for leaving: _____ _____ | | |

MERCER COUNTY
AN EQUAL OPPORTUNITY EMPLOYER

| | | |
|---|---|---|
| 5. _____ Employer's Name _____ Street Address _____ City/State/Zip _____ Supervisor's Name _____ | Dates Employed: From: _____ Month/Year To: _____ Month/Year | Your Job Title: Beginning: _____ End: _____ Your Salary: Beginning: _____ End: _____ |
| Describe your duties, responsibilities, equipment operated, etc. for position(s) held: _____ _____ _____ | | |
| Describe your reason(s) for leaving: _____ _____ | | |

SECTION IV - 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 the 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.): _____ _____ _____ _____ | | | |

MERCER COUNTY
AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

PAGE 5 OF 5

SECTION V - 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 ever filed an application here before?

Yes No

Have you ever been employed here before?

Yes No

If you answered yes to any of the questions above, please explain:

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 |

DECLARATION / AUTHORIZATION

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 references listed above.

Applicant's Signature

Date