

APPLICATION FOR EMPLOYMENT

THE COUNTY OF LORAIN

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, sexual orientation, or any other legally protected status.

PLEASE PRINT

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

<input type="checkbox"/>	ADVERTISEMENT	<input type="checkbox"/>	FRIEND	<input type="checkbox"/>	WALK IN
<input type="checkbox"/>	EMPLOYMENT AGENCY	<input type="checkbox"/>	RELATIVE	<input type="checkbox"/>	OTHER _____

Last Name	First Name	Middle Name								
Address	Number	Street	City	State	Zip Code					
Telephone Number(s)	Social Security Number									
	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If Yes, give date _____

Have you ever been employed by us before?

Yes No

If Yes, give date _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

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

On what date would you be available for work?

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organization which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1 Employer	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number(s)			
Job Title			
	Hourly Rate/Salary		
Reason for Leaving			

2 Employer	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number(s)			
Job Title			
	Hourly Rate/Salary		
Reason for Leaving			

3 Employer	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number(s)			
Job Title			
	Hourly Rate/Salary		
Reason for Leaving			

4 Employer	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number(s)			
Job Title			
	Hourly Rate/Salary		
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, nation origin, age, ancestry, disability or other protected status.

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra curricular activities.

Describe any job-related training received in the United States military.

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	<input type="checkbox"/> Production/Mobile	<input type="checkbox"/> Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 123	<input type="checkbox"/> Machinery (list)	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Wordperfect	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied?

YES NO

References

1 _____ () _____
(NAME) (TELEPHONE)

(ADDRESS)

2 _____ () _____
(NAME) (TELEPHONE)

(ADDRESS)

3 _____ () _____
(NAME) (TELEPHONE)

(ADDRESS)

SUPPLEMENTAL DATA

This portion of your application will be detached and maintained separately. It will be used only when the information is relevant to your application.

If employed this information will not become part of your permanent employment record.

Last Name	First Name	M.I.	Social Security Number
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Have you ever been convicted of a felony or convicted of a lesser crime within the last five years? Do not include arrests without conviction charges expunged, convictions adjudged "youthful offender" or "juvenile", or convictions for minor traffic violations.

Yes

 No

If yes, please briefly describe the circumstances of your conviction and your name at that time; indicating the data, nature, and place of the offense and disposition of the case including any rehabilitation. Your answer is looked upon as only one of the factors considered in the employment decision and is evaluated in terms of the nature, severity, and date of the offense.

Signature Date

The following applicant information is requested for the purpose of preparing periodic reports to the government or other recordkeeping in connection with government requirements. We encourage you to complete this section, but your employment prospects will not be adversely affected should you choose not to provide this information. This portion of the employment application will not become part of your applicant or employment file.

Last Name	First Name	M.I.	Social Security Number
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Veteran Status (Refer to definition below - Check one)

A. <input type="checkbox"/> Non-veteran	C. <input type="checkbox"/> Veteran of the Vietnam era - disabled a/ b/	E. <input type="checkbox"/> Veteran not of the Vietnam era - disabled a/
B. <input type="checkbox"/> Veteran of the Vietnam era - not disabled b/	D. <input type="checkbox"/> Veteran not of the Vietnam era - not disabled	F. <input type="checkbox"/> Individual does not wish to identify veteran/disabled veteran status

Handicap Status (Refer to definition below - Check one)

A. <input type="checkbox"/> Handicapped individual c/	B. <input type="checkbox"/> Not handicapped	C. <input type="checkbox"/> Individual does not wish to identify handicap status
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Sex/Race-Ethnic (Refer to definition below - Check one)

1 <input type="checkbox"/> White d/ Male	2 <input type="checkbox"/> Black e/ Male	5 <input type="checkbox"/> Asian or Pacific Islander f/ Male
3 <input type="checkbox"/> White d/ Female	4 <input type="checkbox"/> Black e/ Female	6 <input type="checkbox"/> Asian or Pacific Islander f/ Female
7 <input type="checkbox"/> Hispanic g/ Male	0 <input type="checkbox"/> American Indian or Alaskan Native h/ Male	
8 <input type="checkbox"/> Hispanic g/ Female	9 <input type="checkbox"/> American Indian or Alaskan Native h/ Female	

DEFINITIONS

- a/ Disabled Veteran: (A) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the U.S. Veterans Administration for a disability (i) rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 1506 of Title 38. U.S.C., to have a serious employment handicap or (B) a person who was discharged or released from active U.S. Military duty because of a service-connected disability.
- b/ Vietnam Era Veteran: A veteran, any part of whose active U.S. military, naval or air service was during the period August 5, 1964 through May 7, 1975, who (i) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge, or (ii) was discharged or released from active duty because of a service-connected disability.
- c/ Handicapped: A person who has a physical or mental impairment OTHER THAN A TEMPORARY IMPAIRMENT, which substantially limits one or more of his/her major life activities to as to likely cause difficulty with respect to employment opportunities, is regarded as having such an impairment or has a record of such impairment.
- d/ White: A person having origin in any of the original peoples of Europe, North Africa, or the Middle East, and not specifically included in another group.
- e/ Black: A person having origin in any of the black racial groups.
- f/ Asian or Pacific Islander: A person having origin in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or Indian Sub continent. This area includes for example: China, Japan, Korea, India, the Philippine Islands, or Samoa, Pakistan, Nepal, Sikkim, Bhutan, Bangladesh and Sri Lanka.
- g/ Hispanic: A person of Spanish, Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- h/ American Indian or Alaskan Native: A person having origin in any of the original people of North America.

RELEASE OF INFORMATION

I, _____, maiden name _____,
do hereby request any law enforcement agency, governmental agency, bureau of motor vehicles,
military agency, or past employer to release to The County of Lorain, upon their request a copy
of any report, document, record, criminal record, medical history, or other information regarding
my character, integrity and reputation. Further, I do hereby agree that a photocopy hereof may be
used with the same effect as though it were the original.

Signature

Driver's License Number

Address

City, State, Zip

Date of Birth *

Social Security Number

Telephone Number(s)

*Date of Birth is optional, however, if lack of a date of birth prevents Lorain County from obtaining
a creditable background check your opportunity for employment could be affected.