# GEAUGA COUNTY VETERANS SERVICE OFFICE

12611 Ravenwood Dr, Suite 260, Chardon OH 44024

# ONLY <u>SOLICITED</u> APPLICATIONS CAN BE ACCEPTED. PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING OUR APPLICATION.

- 1. There is no guarantee of a job offer or job interview by completing our employment application. Your application will be considered with others who have submitted applications for the same job opportunity, and decisions about interviews will be based on this comparison.
- 2. Our application form must be completely filled out, signed and dated, or you may not be considered for employment. All questions must be answered appropriately. The application must be completed in its entirety. Responding with "see resume' or "see attached" or "available upon request" is not acceptable.
- 3. If the information provided on our application cannot be satisfactorily verified by employment reference checks, your application could be considered as incomplete.
- 4. We do not accept or maintain on file <u>unsolicited</u> applications. Applications are filed according to specific job opportunities.
- 5. A new application must be completed for any other posted job opportunities.
- 6. Due to the large number of applications received and the competitive nature of our employment process, specific reasons for employment decisions will not be released.
- 7. By completing our employment application, you may be subject to the following checks:
  - Employment reference check from previous employer and from current employer should a job offer be made
  - b. Criminal record check
  - c. Drug screen
  - d. Abstract Driving Record
  - e. Personal references
  - f. Educational degrees
- 8. The offer of employment may be contingent upon the successful completion of a preemployment drug screen, alcohol screen, background investigation, valid and acceptable driving record, physical, psychological, and polygraph tests.
- 9. Geauga County, its representatives, members or agents will contact and obtain information form all references (personal and professional), employers, public agencies, licensing authorities and educational institutions to verify the accuracy of information provided in the application.
- 10. The information contained in your application for employment may be a public record.

Rev. 5/2/2016

# APPLICATION FOR EMPLOYMENT

# GEAUGA COUNTY VETERANS SERVICE OFFICE

12611 Ravenwood Dr, Suite 260 Chardon OH 44024

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of this department. We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, medical condition or disability, veteran/reserve/national guard, or genetic information or any other similarly protected status.

P I V. I. G.	PLEASE PRINT CLEARLY		
Posted Job Opportunity for _		Date of appl	ication
Do you hold a valid driver's l	license, if driving is an essential jo	b function:YE	SNO
Name			
last	firs	st	middle
Address			
street	city	state	zip
Telephone ( )	Date you can stan ployment in the United States?	ırt work	
Are you legally eligible for en	mployment in the United States?	YES NO	
Are you able to meet the atter	ndance requirements of this position	on? YES	NO
Are you able to work evening	gs or weekends if necessary?	YESNO	
Can you travel if the job requ	ires it? YES NO		
List any relatives or friends w	ho are employed by the county:_		
How were you referred to this	s posting?		
Type of employment desired	s posting? part time	permanent ter	nporary
	intermittent se	asonal student l	nelp
Have you been provided with	a written job description for the p	osition for which you	have applied?
Are you capable of performin	g in a reasonable manner, with or	without a reasonable	accommodation, the
essential duties, responsibiliti	es, and functions of the job for wh	nich you have applied	?
Have you ever been employed	d by Geauga County? Whe	n, By whom?	
Is there any information we we	ould need about your name, or use	of another name, for u	is to be able to check
your work record? Please spec	cify:		
	EDUCATIONAL BACKGR	 ROUND	
Institution Name	Address and Telephone No.	Years Completed	Degree/Diploma
High School			
College, University, Business, Technical			
Other, including continuing education			
	SKILLS AND QUALIFICA	TIONS	
Describe briefly the experience	e, education, training, and other f	actors that qualify you	ı for the position
for which you are applying		- · ·	-

	EMPLOYMENT HISTORY						
Employment Dates		er Name, Address - ecent Job First	Position	n/Duties	Rate of Pay		
Start:							
Left:	Supervisor: Phone:		Reason fo	Reason for Leaving:			
Start:							
Left:	Supervisor: Phone:		Reason f	Reason for Leaving:			
Start:							
Left:	Supervisor: Phone:		Reason f	Reason for Leaving:			
Please explain any g	gaps in em	nployment:					
REFER	ENCES:	Must be listed. DO NOT inc	lude former	employers or relati	ves.		
Name		Address and Telephone		Occupation	Years Known		
1.							
2.							
3.							
•		rmation which may be helpfu	l to us when	considering your qu	ualifications fo		
•	-						
I agree and understand eligibility to any emploame from eligibility County, its representant the application proce	nd that om loyment wi lists, or dis ttives, men ss. I autho nd I release	Agreement (Signature Requisions, misstatements, and fall ith Geauga County and may be charge from County service when bers, or agents the right to investigate all individuals, schools, and them from all liability for damage.	sifications w ause for rejec enever it is dis stigate and ve d firms name	ill cause forfeiture o tion of this applicatio covered. I expressly a rify any information ed therein to provide	n my part of al n, removal of m authorize Geaug obtained throug any information		
screen, alcohol screen polygraph tests. I und are subject to change authorized to make a	n, backgrouerstand thate by Geaugh on assuran	loyment may be contingent upound investigation, valid and accept all conditions of employment in ga County at any time. I under ces to the contrary and that no valid unless they are in writing	eptable drivin neluding, but estand that no implied, oral	g record, physical, po not limited to hours, b representative of G or written agreemen	sychological, an eenefits and salar eauga County its contrary to the		
I understand that a ne	w applicat	ion must be completed for any	future job pos	ting or employment	opportunities.		
I certify that all infor complete, and correct	_	rovided in order to apply for ar	nd obtain emp	oloyment with Geaug	a County is true		
Applicant Signature (Required)		ed)	Date Signed				

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### GEAUGA COUNTY VETERANS SERVICE OFFICE

### FILED SEPARATELY FROM APPLICATION.

The information is strictly volume			or selection purposes.		
We consider all applicants for predical condition or disability, protected status.	positions without regar veteran/reserve/nationa	d to race, color, a guard, or genetic	religion, sex, national origin, age information, or any other similarly		
Position(s) applied for Referral Source (newspaper, employee, relative,			Date		
Name					
last		first	middle		
Date of Birth		Male	Female		
Please check one of the following	ng Equal Employment	Opportunity Iden	ntification Groups:		
_ White (not of Hispanic origin	Black (not of )	Hispanic origin)			
_ Hispanic	_ American Indi	American Indian/Alaskan Native			
_ Asian/Pacific Islander	Disabled		Veteran Status		
**********	*********		***************************		
FOR ADMINISTRATIVE USE ONL	Y				
Position considered for?  Hired? Y	es No				
From the EEO job classifications listed	d below, which one best des	scribes the job oppor	tunity applied for:		
Administrative Support		Technicians Paraprofessional			
FFO-A A 3/12					

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