

GEAUGA COUNTY VETERANS SERVICE OFFICE

470 Center Street, Building 5-B, Chardon OH 44024 Attn: Administrative Assistant

ONLY SOLICITED 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 unsolicited 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:
 - a. 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 pre-employment 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 from 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.

EMPLOYMENT HISTORY

Employment Dates	Employer Name, Address - Most Recent Job First	Position/Duties	Rate of Pay
Start: Left:	Supervisor: Phone:	Reason for Leaving:	
Start: Left:	Supervisor: Phone:	Reason for Leaving:	
Start: Left:	Supervisor: Phone:	Reason for Leaving:	

Please explain any gaps in employment: _____

REFERENCES: Must be listed. DO NOT include former employers or relatives.

Name	Address and Telephone	Occupation	Years Known
1.			
2.			
3.			

Please list any additional information which may be helpful to us when considering your qualifications for the position: _____

Applicant Certification and Agreement (Signature Required for Application to be Complete):

I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Geauga County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service whenever it is discovered. I expressly authorize Geauga County, its representatives, members or agents the right to investigate and verify any information obtained through the application process. I authorize all individuals, schools, and firms named therein to provide any information requested about me, and I release them from all liability for damage in providing relevant, job related information that will assist in the process.

I recognize that an offer of employment may be contingent upon successful completion of a pre-employment drug screen, alcohol screen, background investigation, valid and acceptable driving record, physical, psychological, and polygraph tests. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Geauga County at any time. I understand that no representative of Geauga County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Appointing Authority.

I understand that a new application must be completed for any future job posting or employment opportunities.

I certify that all information I provided in order to apply for and obtain employment with Geauga County is true, complete, and correct.

Applicant Signature (Required)

Date Signed

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FILED SEPARATELY FROM APPLICATION.

The information is strictly voluntary and will not be used in any way for selection purposes.

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.

Position(s) applied for _____ Date _____

Referral Source _____

(newspaper, employee, relative, job posting on board, Workforce, college, county website)

Name _____

last

first

middle

Date of Birth _____

Male _____

Female _____

Please check one of the following Equal Employment Opportunity Identification Groups:

White (not of Hispanic origin)

Black (not of Hispanic origin)

Hispanic

American Indian/Alaskan Native

Asian/Pacific Islander

Disabled

Veteran Status

FOR ADMINISTRATIVE USE ONLY

Position considered for? _____

Hired? Yes No

From the EEO job classifications listed below, which one best describes the job opportunity applied for:

Officials/Administrators

Professionals

Technicians

Administrative Support

Protective Service

Para Professional

Skilled Craft

Service/Maintenance