

JOB APPLICATION
ATHENS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
184 NORTH LANCASTER STREET
ATHENS, OHIO 45701

Social Security Number _____

Last Name _____ First Name _____ MI _____

Street Address _____

City _____ State _____ Zip Code _____

County _____ Area Code _____ Home Phone _____

Work Phone _____

Applicants: To qualify for a position, you must show clearly, by experience or training that you meet the minimum qualifications for this opening. This application is the document that will be used to determine if you meet the minimum qualifications. Please fill it out carefully.

- | | Yes | No |
|---|-------|-------|
| 1. Are you willing and able to secure an Ohio Driver's License, if required? | _____ | _____ |
| 2. If necessary, can you supply your own transportation for work use? | _____ | _____ |
| 3. Have you ever been employed in the state or county service of Ohio? | _____ | _____ |
| 4. Have you ever been convicted of a felony? | _____ | _____ |
| 5. Can you perform the job related duties of the specific job for which you are applying? | _____ | _____ |
| 6. Have you served in military?
(If yes, and you are hired you will need to submit a copy of your DD214) | _____ | _____ |

If you answered "YES" to question 3 or 4 or "NO" to question 5, please explain fully below, indicating which question you are responding to by number.

Emergency Information:

List the name and address of one person who will always know your whereabouts.

Name	Address	City	State	Zip Code	Phone
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References:

Please list the names and addresses of three individuals, other than relatives, we may contact for a professional recommendation.

Name	Address	City	State	Zip Code	Phone
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Experience:

Present or Most Recent Job:

Employer's name and address _____
Length of Employment From: Mo _____ Yr _____ To: Mo _____ Yr _____
Position (job title and classification) _____ Salary: Beginning _____ Ending _____
Duties Performed _____

Next Most Recent Job:

Employer's name and address _____
Length of Employment From: Mo _____ Yr _____ To: Mo _____ Yr _____
Position (job title and classification) _____ Salary: Beginning _____ Ending _____
Duties Performed _____

Additional Jobs:

Employer's name and address _____
Length of Employment From: Mo _____ Yr _____ To: Mo _____ Yr _____
Position (job title and classification) _____ Salary: Beginning _____ Ending _____
Duties Performed _____

Employer's name and address _____
Length of Employment From: Mo _____ Yr _____ To: Mo _____ Yr _____
Position (job title and classification) _____ Salary: Beginning _____ Ending _____
Duties Performed _____

Employer's name and address _____
Length of Employment From: Mo _____ Yr _____ To: Mo _____ Yr _____
Position (job title and classification) _____ Salary: Beginning _____ Ending _____
Duties Performed _____

Education and Training:

Total years of Education including primary and secondary school: _____

Highest academic degree or level attained: _____

Name and address of school, college, or university where degree attained. If no degree, last school attended. _____

Major subject area for graduate degree, if any: _____

Major subject area for graduate study without a degree, if any: _____

Major subject area for undergraduate degree, if any: _____

Major subject area for undergraduate study without a degree, if any: _____

Minor subject area(s) for undergraduate degree, if any: _____

Please list below the specific course work areas relevant to the position(s) for which you are applying. Also, indicate the number of courses you have successfully completed in each area.

Course Work Area

No. of Courses

Example only: A list of work areas for a position as a purchasing agent might include:

Course Work Area	No. of Course
Procurement	6
Inventory Control	3
Bookkeeping	3
Public Relations	1
Government	1

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you have any other training or skills you feel are relevant to this position, please add them below:

I swear that all the information offered on this application and the responses to all the questions are complete and true to the best of my knowledge.

Signature of Applicant _____ Date _____