

Application for Employment
Ottawa County Court of Common Pleas

Application Information

Name: _____

Position Applied For: _____

Expected Rate of Pay: _____

Type of Employment Desired: _____ Full-time _____ Part-time _____ Temporary/Intermittent

Available Start Date: _____

Phone Number: _____ Email Address: _____

Address: _____

Are you legally eligible for employment in the United States? _____ Yes _____ No

Can you meet the attendance requirements of this position? _____ Yes _____ No

Can you travel if the job requires it? _____ Yes _____ No

Have you ever worked or applied for employment with the Court _____ Yes _____ No

If "yes," provide details: _____

Are you legally eligible for employment in the United States? _____ Yes _____ No

List any friends or relatives employed by Ottawa County: _____

How were you referred to this position?

_____ Advertisement _____ Friend/Relative _____ Website _____ Employment Agency

Military Service:

Branch: _____ From: _____ To: _____

Type of Discharge: _____ Rank Discharge: _____

Education:

1. High School/GED Program: _____

Address: _____

Did you graduate? _____ Yes _____ No

2. College/Trade School: _____

Address: _____

Did you graduate? _____ Yes _____ No

Degree(s) Held: _____

3. Graduate School: _____

Address: _____

Did you graduate? _____ Yes _____ No

Degree(s) Held: _____

Licenses, Certifications, and Job Skills:

Do you presently hold a valid State of Ohio driver's license? _____ Yes _____ No

Please provide a list of licenses and certifications held:

1. License/Certification Type: _____

Number: _____ Currently Valid: _____ Yes _____ No

2. License/Certification Type: _____

Number: _____ Currently Valid: _____ Yes _____ No

3. License/Certification Type: _____

Number: _____ Currently Valid: _____ Yes _____ No

4. License/Certification Type: _____

Number: _____ Currently Valid: _____ Yes _____ No

Provide a list of skills you possess related to this position: _____

Provide a list of your computer proficiencies: _____

Employment History:

1. Employer: _____ Phone: _____

Address: _____

Job Title: _____ Start Date: _____ End Date: _____

Job Responsibilities: _____

Start Salary: _____ End Salary: _____ Supervisor: _____

Reason for Leaving: _____

2. Employer: _____ Phone: _____

Address: _____

Job Title: _____ Start Date: _____ End Date: _____

Job Responsibilities: _____

Start Salary: _____ End Salary: _____ Supervisor: _____

Reason for Leaving: _____

3. Employer: _____ Phone: _____

Address: _____

Job Title: _____ Start Date: _____ End Date: _____

Job Responsibilities: _____

Start Salary: _____ End Salary: _____ Supervisor: _____

Reason for Leaving: _____

4. Employer: _____ Phone: _____

Address: _____

Job Title: _____ Start Date: _____ End Date: _____

Job Responsibilities: _____

Start Salary: _____ End Salary: _____ Supervisor: _____

Reason for Leaving: _____

Please explain any gaps in employment: _____

Have you been fired or asked to resign from a job: _____ Yes _____ No

If "yes," please explain: _____

Professional/Personal References:

Name and Occupation:	Relation:	Telephone Number:	Years Known:

Summary of Qualifications:

Provide a summary of your experience and qualifications for the position:

Applicant Statement and Signature:

I agree and understand that omission, misstatement, and falsifications will cause forfeiture on my part of all eligibility to any employment with Ottawa County Court of Common Pleas and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from Court service when it is discovered. I expressly authorize Ottawa County Court of Common Pleas, 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 this process.

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

I certify that all information I have provided in order to apply for and obtained employment with Ottawa County Court of Common Pleas is true, complete, and correct.

Signature: _____ Date: _____