



ASHLAND COUNTY CLERK OF COURTS
142 W. Second Street, Ashland, Ohio 44805

APPLICATION FOR EMPLOYMENT

Applicants may request reasonable accommodation in the application/interview process.

Please print in ink.

Name:	_____	_____	_____
	Last	First	Middle
Address:	_____	_____	_____
	Street	City	State Zip
Telephone:	_____	_____	_____
	Home	Cell	Other
Application Date:	_____	Veteran: Yes <input type="checkbox"/> No <input type="checkbox"/>	Branch Of Service: _____

EDUCATION

NAME OF SCHOOL OR COLLEGE	LOCATION CITY, STATE ZIP	SUBJECT DEGREE/MAJOR	SCHOLASTIC AVERAGE	DID YOU GRADUATE?
High school:				Yes <input type="checkbox"/> No <input type="checkbox"/> Year completed: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 GED Obtained: Yes <input type="checkbox"/> No <input type="checkbox"/>
College:				Yes <input type="checkbox"/> No <input type="checkbox"/>
Other schools attended:				Yes <input type="checkbox"/> No <input type="checkbox"/>
Other (specify):				Yes <input type="checkbox"/> No <input type="checkbox"/>

PERSONAL DATA

Have you previously applied for a job with the County of Ashland?	Yes <input type="checkbox"/> No <input type="checkbox"/>	When? _____
Have you ever been employed by the Ashland County?	Yes <input type="checkbox"/> No <input type="checkbox"/>	When? _____
Reason for leaving: _____		
Are you related to anyone employed by the County of Ashland?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
State name and relationship: _____		
Do you have any time commitments that may interfere with your employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain: _____		
Have you ever been employed by another public employer in Ohio?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, provide place and dates of service: _____		

Are you able to perform the essential functions of the job(s) for which you are applying with or without reasonable accommodation? (Should there be a question, please refer to the job description.) Yes ☐ No ☐

If no, please explain: _____

Have you ever been dismissed from or asked to resign from any employment position? Yes ☐ No ☐

If yes, please explain: _____

Driver's License: Yes ☐ No ☐ Number: _____ State _____ Class: _____

Please answer the following:

Has your driver's license been suspended or revoked within the last three (3) years? Yes ☐ No ☐

Have you had any traffic violations in the past three (3) years? Yes ☐ No ☐

If yes, please list:

Offense

Approximate Date/Year

<u>Offense</u>	<u>Approximate Date/Year</u>
_____	_____
_____	_____
_____	_____
_____	_____

If employed, why do you wish to leave your present employer? _____

May we contact your present employer for a reference? Yes ☐ No ☐

Describe briefly the type of work which you are best qualified to do by reason of background, education, previous employment or training and tell why you feel qualified for the position(s) for which you are applying: _____

List professional organization memberships and offices held, excluding those which would indicate race, color, religion, sex, age, national origin, political affiliation, disability and/or ancestry: _____

PERSONAL REFERENCES
Other than former employers and relatives.

NAME	ADDRESS AND TELEPHONE	OCCUPATION
1.		
2.		
3.		

EMPLOYMENT DATA

List all previous employment for the last ten years in chronological order, last position first, including U. S. Military. Attach additional pages if needed or resume if desired.

Employer:		Telephone:
Address:		Final salary:
Dates employed From: to:	Position held:	Supervisor:
Reason for leaving:		
Employer:		Telephone:
Address:		Final salary:
Dates employed From: to:	Position held:	Supervisor:
Reason for leaving:		
Employer:		Telephone:
Address:		Final salary:
Dates employed From: to:	Position held:	Supervisor:
Reason for leaving:		

Applicants for employment with the Ashland County Clerk of Courts are evaluated and selected on the basis of individual merit and ability with respect to the position being filled. Applicants are selected and hired without consideration of race, color, religion, sex, age, national origin, political affiliation, disability or ancestry.

CERTIFICATION

I certify that all information contained in this application is true, complete and correct to the best of my knowledge. I understand that any material omission, misrepresentation or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize the investigation of all statements contained in this application and give permission to contact all or any of my previous employers, references and/or schools for information unless otherwise noted in this document. I also give my consent to contact the Bureau of Motor Vehicles for a Moving Vehicle Violation Report if such information is required to perform the duties of the position. I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

Applicant's signature

Date