

# APPLICATION FOR EMPLOYMENT

Revised 1-8-16

Wood County Juvenile Court is an equal opportunity employer and upon request will provide reasonable accommodations for any disabled person. The law prohibits discrimination on the basis of age with respect to individuals who are 40 years of age or older.

Even if you are submitting supplemental information with your application, all information on the Wood County Juvenile Court Application for Employment must be complete.



## Personal Information

|  |                      |        |  |  |  |          |  |
|--|----------------------|--------|--|--|--|----------|--|
| Name   |                      |        | Social Security Number   |  |  |          |  |
| Last   | First                | Middle |  |  |  |          |  |
| Address  |                      |        | How did you find out about this position?<br><br><input type="checkbox"/> County Website<br><input type="checkbox"/> Newspaper<br><input type="checkbox"/> Relative<br><input type="checkbox"/> Friend<br><input type="checkbox"/> Other _____ |  |  |          |  |
| Street   | City                 | State  |  |  |  | Zip Code |  |
| Phone Number   |                      |        |  |  |  |          |  |
| Home   | Other Contact Number |        |  |  |  |          |  |
| Do you have the legal right to live and work in the U.S.?<br><i>Proof of citizenship or immigration status will be required upon employment.</i> |                      |        |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |  |
| In case of emergency contact   |                      |        |  |  |  |          |  |
|  |                      |        | Name   |  |  |          |  |
|  |                      |        | Phone  |  |  |          |  |
| Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                      |        |  |  |  |          |  |

## Employment Desired

|   |                    |                |
|---|--------------------|----------------|
| Position(s)   | Date you can start | Salary Desired |
| Have you ever applied to Wood County before? <input type="checkbox"/> Yes <input type="checkbox"/> No    When?    Which office or department? |                    |                |
| Have you previously worked for Wood County? <input type="checkbox"/> Yes <input type="checkbox"/> No    When?    Which office or department?  |                    |                |

List any relatives employed by Wood County:

| Name | Department | Relationship |
|------|------------|--------------|
|      |            |              |

Given the essential functions of the job classification for which you have applied, are you capable of performing those duties and functions in a reasonable manner?     Yes     No

Can you travel if the job requires it?     Yes     No

## Education

| Name and Location of School | No. of years attended | If hired, can you furnish proof of graduation or G.E.D.? |
|-----------------------------|-----------------------|--|
| High School                 |                       |  |
| College                     |                       |  |
| Trade or                    |                       |  |

Business School

List any college degrees awarded

List computer software in which you have skills, including word processing, spreadsheets and database programs. Please indicate the name of the specific software:

List special clerical skills, including typing and shorthand/speedwriting:

Are you a veteran?

Yes  No

If yes, what branch of service?

List Rank

Length of Service

### Licenses, Registrations, and Certifications

Upon employment, the successful applicant must provide copies of all licenses/certifications required for the position.

License/Certification Issued By

Field/Trade/Specialization

License/Certification Number

Expiration Date

Driver's License Check if CDL

### Personal References

Persons who have known you for at least one year (not including former employers or relatives)

| Name and Occupation | Address | Telephone | Years Known |
|---------------------|---------|-----------|-------------|
|                     |         |           |             |
|                     |         |           |             |
|                     |         |           |             |

### Employment History

Are you currently employed?

Yes Full-time

Yes Part-time

No

If your employment record may be under another name, please provide.

Beginning with your most recent, list below present and past employment. All sections must be completed for each employer.

|                  |   |                    |
|------------------|---|--------------------|
| Business         | Hire Date   | Reason for Leaving |
| Address          | Ending Date   |                    |
|                  | Position(s) Held  |                    |
| Type of Business | Was this a supervisory position? <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |

|                        |   |
|------------------------|---|
|                        | If yes, how many employees did you supervise? |
| Telephone              | Describe job duties                           |
| Last Supervisor's Name |   |
| Ending Salary          |   |

|                        |  |                    |
|------------------------|--|--------------------|
| Business               | Hire Date  | Reason for Leaving |
| Address                | Ending Date  |                    |
|                        | Position(s) Held   |                    |
| Type of Business       | Was this a supervisory position? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, how many employees did you supervise? |                    |
| Telephone              | Describe Job Duties  |                    |
| Last Supervisor's Name |  |                    |
| Ending Salary          |  |                    |

|                        |  |                    |
|------------------------|--|--------------------|
| Business               | Hire Date  | Reason for Leaving |
| Address                | Ending Date  |                    |
|                        | Position(s) Held   |                    |
| Type of Business       | Was this a supervisory position? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, how many employees did you supervise? |                    |
| Telephone              | Describe Job Duties  |                    |
| Last Supervisor's Name |  |                    |
| Ending Salary          |  |                    |

|                        |  |                    |
|------------------------|--|--------------------|
| Business               | Hire Date  | Reason for Leaving |
| Address                | Ending Date  |                    |
|                        | Position(s) Held   |                    |
| Type of Business       | Was this a supervisory position? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, how many employees did you supervise? |                    |
| Telephone              | Describe Job Duties  |                    |
| Last Supervisor's Name |  |                    |
| Ending Salary          |  |                    |

### Summary of Qualifications

In the area below, describe briefly the experience, education, training and other factors that qualify you for the position for which you are applying. Refer to the Minimum Qualifications and any position-specific qualifications posted for the position.

### READ CAREFULLY BEFORE SIGNING

In consideration of the County's review of my application, I agree that any claim or lawsuit arising out of my employment with, or my application for employment with Wood County, its officials, boards, and agencies must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. While I understand that the statute of limitation for claims arising out of an employment action may be longer than six (6) months, I agree to be bound by the six (6) month period of limitation set forth herein, and **I WAIVE ANY STATUTE OF LIMITATION TO THE CONTRARY**. Should a court determine in some future lawsuit that this provision allows an unreasonably short period of time to commence a lawsuit, the court shall enforce this provision as far as possible and shall declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

## Release and Authorization

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Initial each statement on the line provided. All lines must be initialed in order for application to be considered.

- \_\_\_\_\_ I authorize Wood County Juvenile Court to obtain copies of my work record and educational history from my former employers and/or educational institutions, but I ask that you not contact the following employer:
- \_\_\_\_\_ I authorize Wood County Juvenile Court to obtain an abstract of my driver's license or commercial driver's license record, as well as any prior criminal convictions.
- \_\_\_\_\_ I consent that my physician or any other person who has provided medical or psychological treatment may release to the Appointing Authority or his or her representative treatment records which may be relevant to my employment or any disability which may prevent me from performing the essential functions of the position for which I have applied.
- \_\_\_\_\_ In the event that I am hired, I authorize Wood County Juvenile Court to update and supplement this information during my employment with the Court.
- \_\_\_\_\_ I release all parties from all liability for any damage that may result from the release and use of medical, educational, and employment related information to Wood County Juvenile Court.
- \_\_\_\_\_ I understand that any offer of employment is conditioned upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.
- \_\_\_\_\_ I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I understand that this application must be completed in full or it will not be considered.
- \_\_\_\_\_ **I understand that if I am hired, I will be an employee at will with the Wood County Juvenile Court and may be discharged from my position for any reason or no reason as allowed by law.**
- \_\_\_\_\_ I understand that falsified statements or misleading information given in any application or interview may result in discharge from employment.
- \_\_\_\_\_ I understand Wood County Juvenile Court may decline to interview or hire a candidate who does not present the professional appearance, demeanor, and attitude expected of a representative of the Court, such as a candidate who has visible body piercings or tattoos, a style of dress, or a hair style inconsistent with appropriate standards of professionalism.
- \_\_\_\_\_ Wood County Juvenile Court conducts pre-employment and reasonable suspicion drug testing. I authorize and understand that my employment will be conditioned on the completion of a satisfactory background check, including criminal offenses, and may include passing a drug test for illegal drug use.
- \_\_\_\_\_ I understand that if I am applying for a position in the Wood County Juvenile Detention Center, I will be required to pass a pre-employment physical skills test.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Sworn to before me and signed in my presence

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Notary Public, State of Ohio

(seal)

\_\_\_\_\_  
(typed or printed name)

My commission expires \_\_\_\_\_