



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  No  When?

Have you ever been employed by the County of Ashland? Yes  No  When?

Reason for leaving:

Are you related to anyone employed by the County of Ashland? Yes  No

State name and relationship:

Do you have any time commitments that may interfere with your employment? Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been employed by another public employer in Ohio? Yes  No

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**

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

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.		
<b>EMPLOYMENT DATA</b>		
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

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**All persons seeking employment with this agency must:**

1. Be a United States citizen;
2. Never have been convicted of a *felony or misdemeanor involving moral turpitude* or is not currently under indictment for any criminal offense;
3. Never been convicted of any family violence offense;
4. Not be prohibited by state or federal law from operating a motor vehicle;
5. Be subject to a thorough background investigation and personal interviews by Ashland County Clerk of Courts;
6. Must pass a background check.

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**FOR INTERNAL USE ONLY**

Arrange interview:    Yes     No

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Interviewer's signature

\_\_\_\_\_  
Date

Employed:    Yes     No

Job title: \_\_\_\_\_

Starting date: \_\_\_\_\_    Starting rate: \_\_\_\_\_