



Application for Employment

Thank you for your interest in employment with HCMHR SB. Please provide as much detail as possible. Type or print clearly. A resume may be attached but may NOT be used as substitute for completing the application. Please sign and date the last page of application.

Position Applied For:

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you at least 18 years of age?
			YES <input type="checkbox"/>
			NO <input type="checkbox"/>
If you are an alien authorized by the USCIS to work in the United States, please provide your Current Visa Status.			
Have you ever been employed by Hamilton County?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, list below the dates and name of department(s) and any other name by which you were known:

EDUCATION

High School	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

Do you have any other certificates, licenses, or registrations that qualify you for the position for which you have applied?

Type of Certificate/License/Registration	Authorized Board or Agency	Expiration Date

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

I grant my permission to have this application and any enclosures duplicated and distributed for recruitment purposes. YES NO

PREVIOUS EMPLOYMENT

Company					Phone			
Address					Supervisor			
Job Title				Starting Salary	\$	Ending Salary		\$
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Company					Phone			
Address					Supervisor			
Job Title				Starting Salary	\$	Ending Salary		\$
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Company					Phone			
Address					Supervisor			
Job Title				Starting Salary	\$	Ending Salary		\$
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			

REFERENCES*Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

LIST ANY ADDITIONAL INFORMATION SUMMARIZING YOUR QUALIFICATIONS**APPLICANT'S STATEMENT AND SIGNATURE**

By submitting this application, I certify all information given by me in this application is true and complete. I authorize Hamilton County to verify the information provided and realize that false information (misrepresentation or omission of information called for) is a basis for disqualification or dismissal. I authorize Hamilton County to contact educational institutions and current and previous employers. I further authorize current and former employers to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing such information.

I understand that information provided by me may also be compared with information contained in records maintained by Hamilton County concerning myself for the purpose of determining my suitability for employment with Hamilton County.

I acknowledge that I may be required to complete a Conviction History Form for the position for which I have applied, and that a criminal background inquiry (which may include fingerprints) is conducted for all candidates who receive a conditional offer of employment. Past convictions will not automatically disqualify a candidate for possible employment with the County (with the exception noted below). Each situation will be considered on a case-by-case basis using the following criteria: 1) Nature and Gravity of Offense or Offenses; 2) Time passed since conviction and/or completion of sentence; 3) Nature of job held or sought.

EXCEPTION: Applicants for positions with some Hamilton County departments are subject to background screening in accordance with the list of convictions included in the job posting. Convictions from those lists may automatically disqualify a candidate from employment with that specific department.

Equal Employment Opportunity. Applicants being considered for all positions shall be treated in a fair and equitable manner based solely upon merit, fitness, and such other occupational qualifications as each individual might possess. Decisions concerning any condition of employment shall not unlawfully discriminate on the basis of race, sex, sexual orientation, gender identity, age, religion, color, national origin, ancestry, disability or any other non-job related criteria.

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.

I have read and agree with this applicant statement:

Signature		Date	
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U.S. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION INFORMATION

Individuals seeking employment are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, or sexual orientation. You are being given the opportunity to provide the following information in order to help us comply with federal and state Equal Employment Opportunity/Affirmative Action record keeping, reporting, and other legal requirements.

Please Note: Completion of This Form Is Voluntary

Completion of the form is entirely voluntary. Whatever your decision, it will not be considered in the hiring process or thereafter. Any information that you do provide will be recorded and maintained in a confidential file.

Gender:

Ethnicity/Race:

- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.
- Declined to Self-Identify

Veteran Status:

- Veteran
 - Recently Separated Veteran
 - Armed Forces Service Medal Veteran
 - Other Protected Veteran
- Not a Veteran
- Declined to Self-Identify