



# JOB APPLICATION

**ATHENS COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**  
**13183 State Route 13, Millfield, OH 45761**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street/Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Area Code \_\_\_\_\_ Home Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_ Work Phone \_\_\_\_\_

**PLEASE NOTE:** To qualify for a position, you must show clearly, by experience or training that minimum qualifications are met or exceeded. This application is the document that will be used to determine if you meet the minimum qualifications.  
**Please complete the application carefully.**

Check interested areas of employment. *(check all that apply)*

Full-Time/Permanent     Full-Time/Temporary

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Are you willing and able to secure an Ohio Driver's License, if required?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If necessary, can you supply your own transportation for work use?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been employed in the state or county service of Ohio?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Can you perform the job related duties of the specific job for which you are applying?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you served in military?<br>(If yes, and you are hired you will need to submit a copy of your DD214) | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "YES" to question 3; or "NO" to question 4, please explain fully below, indicating which question you are responding to by number.

\_\_\_\_\_  
\_\_\_\_\_

### **Emergency Contact Information:**

List the name and address of one person who will always know your whereabouts.

Name	Address	City	State	Zip Code	Phone
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### **References:**

Please list the names and addresses of three individuals, other than relatives, we may contact for a professional recommendation.

Name	Address	City	State	Zip Code	Phone
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Name	Address	City	State	Zip Code	Phone
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Name	Address	City	State	Zip Code	Phone
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**WORK EXPERIENCE:**

**Present or Most Recent Job:**

Employer's Name and Address \_\_\_\_\_

Length of Employment From: Mo \_\_\_\_\_ Yr \_\_\_\_\_ To: Mo \_\_\_\_\_ Yr \_\_\_\_\_

Position (job title and classification) \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Duties Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Next Most Recent Job:**

Employer's Name and Address \_\_\_\_\_

Length of Employment From: Mo \_\_\_\_\_ Yr \_\_\_\_\_ To: Mo \_\_\_\_\_ Yr \_\_\_\_\_

Position (job title and classification) \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Duties Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer's Name and Address \_\_\_\_\_

Length of Employment From: Mo \_\_\_\_\_ Yr \_\_\_\_\_ To: Mo \_\_\_\_\_ Yr \_\_\_\_\_

Position (job title and classification) \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Duties Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer's Name and Address \_\_\_\_\_

Length of Employment From: Mo \_\_\_\_\_ Yr \_\_\_\_\_ To: Mo \_\_\_\_\_ Yr \_\_\_\_\_

Position (job title and classification) \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Duties Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer's Name and Address \_\_\_\_\_

Length of Employment From: Mo \_\_\_\_\_ Yr \_\_\_\_\_ To: Mo \_\_\_\_\_ Yr \_\_\_\_\_

Position (job title and classification) \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Duties Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION AND TRAINING:**

Total years of Education including primary and secondary school: \_\_\_\_\_

Highest academic degree or level attained: \_\_\_\_\_

Name and address of school, college, or university where degree attained. If no degree, last school attended. \_\_\_\_\_

Major subject area for graduate degree, if any \_\_\_\_\_

Major subject area for graduate study without a degree, if any: \_\_\_\_\_

Major subject area for undergraduate degree, if any: \_\_\_\_\_

Major subject area for undergraduate study without a degree, if any: \_\_\_\_\_

Minor subject area(s) for undergraduate degree, if any: \_\_\_\_\_

**Please list below the specific course work areas relevant to the position(s) for which you are applying. Also, indicate the number of courses you have successfully completed in each area.**

Example only: A list of work areas for a position as a purchasing agent might include:	
Course Work Area	No. of Courses
Procurement	6
Inventory Control	3
Bookkeeping	3
Public Relations	1
Government	1

Course Work Area	No. of Courses
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you have any other training or skills you feel are relevant to this position, please add them below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I swear that all the information offered on this application and the responses to all the questions are complete and true to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_