



APPLICATION FOR EMPLOYMENT

Date _____

Hamilton County Engineer's Office
138 East Court Street, Room 700
Cincinnati Ohio 45202
Fax Number: (513) 946-4288

Position Applied For _____

An Equal Opportunity Employer

General Information

Name

Last First Middle Soc. Sec. No.
Address

No. Street Apt. No. City State Zip
Contact Information

Home Phone Cell Phone Business Phone Email Address

Complete your response to each question

- Are you at least 18 years of age? Yes No
- Are you authorized to work in the U.S.? Yes No
- Do you have a valid driver's license? Yes No
- Do you have a valid Commercial driver's license? Yes No If yes, Class A Class B
- If necessary, can you supply your own transportation for work use? Yes No
- Do you currently have vehicle liability insurance? Yes No
- Have you ever been or are you currently employed by a Hamilton County Department? Yes No
If yes, list the department(s) and dates you were employed:

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic violation?
 Yes No If yes, list the date(s) and type(s) of offense(s): _____

Education History

Did you receive a High School Diploma or GED? Yes No

1) College / University Name and Location: _____

Degree Awarded? Yes No If yes, what year? ____ If no, how many years completed? ____

Type of Degree? Associates Bachelors Masters Doctorate

Major: _____ No. of Quarter / Semester Hours: _____

Education History (Cont'd)

2) College / University Name and Location: _____

Degree Awarded? Yes No If yes, what year? ____ If no, how many years completed? ____

Type of Degree? Associates Bachelors Masters Doctorate

Major: _____ No. of Quarter / Semester Hours: _____

3) Technical / Vocational School Name and Location: _____

Cert. Received? Yes No If yes, what year? ____ If no, how many years completed? ____

Course of Study: _____ No. of Weeks / Hours: _____

4) Technical / Vocational School Name and Location: _____

Cert. Received? Yes No If yes, what year? ____ If no, how many years completed? ____

Course of Study: _____ No. of Weeks / Hours: _____

Work History

LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT

1) Company Name: _____ Dates of Employment: _____

Address: _____

No. Street City State Zip Phone Number

Job Title: _____ Salary: _____ Reason for Leaving: _____

Duties / Responsibilities: _____

2) Company Name: _____ Dates of Employment: _____

Address: _____

No. Street City State Zip Phone Number

Job Title: _____ Salary: _____ Reason for Leaving: _____

Duties / Responsibilities: _____

Work History (Cont'd)

3) Company Name: _____ Dates of Employment: _____

Address: _____

No. Street City State Zip Phone Number

Job Title: _____ Salary: _____ Reason for Leaving: _____

Duties / Responsibilities: _____

4) Company Name: _____ Dates of Employment: _____

Address: _____

No. Street City State Zip Phone Number

Job Title: _____ Salary: _____ Reason for Leaving: _____

Duties / Responsibilities: _____

Additional Qualifications

Please check all of the Microsoft software programs you have used:

Access Excel FrontPage Outlook PowerPoint Publisher Word

List any other software programs or special machinery and equipment you have experience working with: _____

List any other skills, experience, qualifications, or training you may have: _____

References

1) Name _____ No. of Years Known _____

Home Phone _____ Work Phone _____

Relationship _____ Occupation _____

2) Name _____ No. of Years Known _____

Home Phone _____ Work Phone _____

Relationship _____ Occupation _____

3) Name _____ No. of Years Known _____

Home Phone _____ Work Phone _____

Relationship _____ Occupation _____

4) Name _____ No. of Years Known _____

Home Phone _____ Work Phone _____

Relationship _____ Occupation _____

Applicant Acknowledgment

I certify all information given by me in this application is true and complete. I authorize Hamilton County Engineer's Office 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 Engineer's Office to contact educational institutions and current and previous employers. I further authorize current and former employers to give you any information that may have, and release all parties from liability for any damages that may result from furnishing such information. I understand that information provided by me on this document may also be compared with information contained in records maintained by Hamilton County Engineer's Office concerning myself for the purpose of determining my suitability for employment with Hamilton County Engineer's Office.

Sign here: _____

Date: _____

