



GUERNSEY COUNTY CHILDREN SERVICES (GCCS) EMPLOYMENT APPLICATION

Guernsey County Children Services does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, or disability. Consideration was given in the development of this form to your right to individual privacy and equal opportunity. The information requested is needed to assist our office in assessing your employment interests and qualifications. Consideration for employment may be denied if this form is not completed accurately and in its entirety.

PERSONAL INFORMATION

Name: _____
Last M.I. First Date of Application

_____ Social Security Number
Disclosure of SSN is voluntary; upon appointment and pursuant to Section 5101.312 of Ohio Revised Code, a request for disclosure of SSN is mandatory.

Have you been known to others (e.g., schools, references, etc.) under a different name? If so, please list.

Present Address: _____
Street Address City State Zip Code

Telephone: () _____ () _____ () _____
Home Cell Work

Are you of legal age to work in the United States? Yes No

Have you ever been employed by the state or county service of Ohio? Yes No
Dates/Location of Prior Service

Do you have any relatives who are currently employed by GCCS? Yes No

If yes, list employee's name and relationship. _____

Have you been convicted of a felony or misdemeanor? Yes No

If yes, explain. _____

Referral Sources: Advertisement Friend Relative Employment Agency Other

EMPLOYMENT INTERESTS

Position Desired: _____

Summarize any special training, skills, licenses/certifications that may be beneficial in the performance of any job-related functions.

Are you able to meet the attendance requirements of this position? Yes No

Explain any scheduling conflicts due to outside interests and/or commitments

If the position requires travel, can you supply your own transportation? Yes No

EDUCATION

Educational Level	School Name/Location	Course of Study or Major	Graduate?	Degree or Diploma
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational/Technical			<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY

Please provide the following information on former employers, assignments, or volunteer activities, beginning with your present or most recent position. (You may submit a resume in addition to completing this section.)

If you need additional space, attach extra copies of this page.

JOB TITLE: _____	
Employer: _____	Telephone: (____) _____
Address: _____	
Employed From: _____	To: _____ Involuntarily Terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving: _____	
Salary Beginning: \$ _____/hr.	Salary Ending: \$ _____/hr.
Immediate Supervisor/Title: _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Description of Work Responsibilities: _____	Comments: _____

JOB TITLE: _____	
Employer: _____	Telephone: (____) _____
Address: _____	
Employed From: _____	To: _____ Involuntarily Terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving: _____	
Salary Beginning: \$ _____/hr.	Salary Ending: \$ _____/hr.
Immediate Supervisor/Title: _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Description of Work Responsibilities: _____	Comments: _____

JOB TITLE: _____	
Employer: _____	Telephone: (____) _____
Address: _____	
Employed From: _____	To: _____ Involuntarily Terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving: _____	
Salary Beginning: \$ _____/hr.	Salary Ending: \$ _____/hr.
Immediate Supervisor/Title: _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Description of Work Responsibilities: _____	Comments: _____

AFFILIATIONS

List professional, trade, business, or civic organizations and offices/licenses held. (Exclude memberships which would reveal sex, race, religion, national origin, age, disability, or any other similarly protected class.)

	Office
	Office
	Office
	Office

REFERENCES

Please list the name and telephone number of three (3) individuals whom we may contact for a professional or work-related reference. Exclude relatives and personal references.

Name/Title	Address	Phone
		()
		()
		()

SKILL EXPERIENCE INVENTORY

Please indicate your proficiency in the following skill and/or knowledge areas (check all that apply).

All information is subject to verification.

Clerical/Administrative Support

- | | |
|---|--|
| <input type="checkbox"/> Keyboarding _____ wpm | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Customer Service (human relations) | <input type="checkbox"/> Cash Handling |
| <input type="checkbox"/> Legal Terminology | <input type="checkbox"/> Report/Letter Writing |
| <input type="checkbox"/> Multi-line Phone System | <input type="checkbox"/> Budgeting |
| <input type="checkbox"/> Dictation | <input type="checkbox"/> Document Imaging/Scanning |
| <input type="checkbox"/> Other _____ | |

Computer Skills

- | | |
|--|---|
| <input type="checkbox"/> Windows | <input type="checkbox"/> Software Installation |
| <input type="checkbox"/> Word Processing _____ | <input type="checkbox"/> Hardware Installation/Repair |
| <input type="checkbox"/> Spreadsheets _____ | <input type="checkbox"/> System Maintenance |
| <input type="checkbox"/> Presentation Software _____ | <input type="checkbox"/> Peripherals (printers, scanners, etc.) |
| <input type="checkbox"/> Internet | |
| <input type="checkbox"/> Other _____ | |

Case Management

- | | |
|---|---|
| <input type="checkbox"/> Case Plan Development | <input type="checkbox"/> Investigations |
| <input type="checkbox"/> Information and Referral | <input type="checkbox"/> Spanish Interpretation |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Interviewing |
| <input type="checkbox"/> Social Service Programming | <input type="checkbox"/> Crisis Intervention |
| <input type="checkbox"/> Other _____ | |

Administrative

- | | |
|---|---|
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Program/Operations Planning |
| <input type="checkbox"/> Fiscal Management | <input type="checkbox"/> Human Resources Management |
| <input type="checkbox"/> Policy Development | <input type="checkbox"/> Marketing (media and public relations) |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Regulatory Compliance Oversight |
| <input type="checkbox"/> Other _____ | |

CERTIFICATION

I hereby affirm that the foregoing statements are true and complete to the best of my knowledge. I realize that any misrepresentation or false information presented in this application could lead to withdrawal of any offer of employment or termination after employment.

I authorize investigation of all statements contained in this application. I understand that any employment offer is subject to a reference check. I specifically authorize Guernsey County Children Services to contact any pertinent individual and/or firm for the purpose of obtaining information relating to my work history and job performance.

I understand that this application will be given every consideration, but its receipt does not guarantee nor imply that I will be granted a selection interview or employment. I further understand that this application will be maintained on file for future reference for two years.

I also understand that a background check and drug testing will be required prior to employment.

I waive all provisions of law forbidding colleges or universities which I have attended or past employers from disclosing any information which they have acquired relevant to my employment.

Applicant's Signature

Date

Guernsey County Children Services
274 Highland Ave
Cambridge, OH 43725
740-439-5555
FAX: 740-439-5521
www.guernseycountycs.org