

Employment Application
Lucas County Clerk of Courts
Legal Division, Domestic Relations Division Automobile and Watercraft Division

An Equal Opportunity Employer

GENERAL INFORMATION

Please Print or Type Legibly

Last Name _____ First Name _____ M.I. _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Type of Employment Interested in? (Please check all that apply)

Full-Time Permanent
Part-Time Permanent

Temporary Employment
Seasonal Employment

Specific Position(s) Applying For _____

Minimum Annual Salary Expectations \$ _____

EDUCATION

Did You Receive a High School Diploma or GED? Yes No

If "No", what was the Highest Grade that you completed? _____

College/University (Name, City & State) Yrs. Attended Major and/or Degree

*If you received two or more degrees from the same college/university (for example, an Associate's and a Bachelor's), please list them as separate entries above. **Please note that certain job classifications require that you submit a transcript in order to be considered an applicant. Please read the job posting carefully; failure to provide a transcript as required will result in your application not being accepted for that specific vacancy.***

PROFESSIONAL LICENSES & CERTIFICATIONS

Type License/Registration # Expiration Date

ADDITIONAL QUALIFICATIONS

Please check all Microsoft Software Programs that you have Experience With:

Word Excel Access Publisher PowerPoint

List Any Other Software Programs that You are Experienced with:

Please Briefly Describe any other Skills or Training that you feel may be Helpful to us in considering your Qualifications:

WORK/VOLUNTEER HISTORY

Please List Your Work Experience on the Following Pages. If Your Title and Duties Changed Materially During Your Employment with Any One Organization (for example, if you were promoted), please list that as a separate entry. Military service and relevant volunteer work may also be included. You may attach a resume if more space is needed. **However, a resume alone may not be substituted for this portion of the application.**

Most Recent Employer _____ Salary \$ _____

Address _____ City _____ State _____

Job Title _____ Full-Time Part-Time

Length of Employment **From:** _____ **To:** _____

Essential Job Functions: _____

Reason for Leaving _____

May We Contact? Yes No

Next Most Recent Employer _____ Salary \$ _____

Address _____ City _____ State _____

Job Title _____ Full-Time Part-Time

Length of Employment **From:** _____ **To:** _____

Essential Job Functions: _____

Reason for Leaving _____

May We Contact? Yes No

Third Most Recent Employer _____ Salary \$ _____

Address _____ City _____ State _____

Job Title _____ Full-Time Part-Time

Length of Employment **From:** _____ **To:** _____

Essential Job Functions: _____

Reason for Leaving _____

May We Contact? Yes No

ADDITIONAL REQUIRED INFORMATION

1. Are You a U.S.Citizen? Yes No

If not, are you legally eligible for employment in the U.S.? Yes No
(Verification of identity and work authorization will be required upon hiring as a condition of employment.)

2. Do you have a valid driver's license? Yes No State _____

If not, Are you willing and able to obtain one as a condition of your employment?
Yes No

3. Do you have a reliable means of transportation available to you for work purposes (if required)?

Yes No

4. Have you been previously employed by Lucas County, the State of Ohio, or any other public employer in Ohio?

Yes No

5. Upon completion of interviews, if you are a preferred candidate for employment are you willing to submit to sign a release allowing our office to conduct a criminal records check, verification of former employment and contact personal and professional references?

Yes No

6. Can you perform the essential functions of the position you are applying for with or without accommodation?

Yes No

7. Do you have any relatives currently working for Lucas County?

Yes No

If yes, explain: _____

REFERENCES

Please list three individuals, other than relatives, whom we may contact for a professional reference.

Name	Address	City/State Zip	Phone
------	---------	----------------	-------

CERTIFICATE OF APPLICANT

I hereby certify that all statements made herein are true and complete to the best of my knowledge.

As an applicant for a position with the Lucas County Clerk of Courts, I authorize the release of information pertaining to school records, employment checks, and any other records check necessary for the evaluation of my application for employment. I further authorize those persons and companies referenced on this application to provide information to you, and I hereby release those parties from all liability for any damage that may result from furnishing such information.

I authorize the Clerk to conduct a thorough investigation to verify my past employment and education. I understand that a false answer or material omission may disqualify me from employment with the Lucas County Clerk of Courts. I further understand that I will be asked to consent to a full background check, including criminal records, before an offer of employment is made.

Signature of Applicant

Date

All employment decisions are made without regard to race, color, gender, religion, national origin, age, or disability.