

**GEAUGA COUNTY CLERK OF COURTS
APPLICATION INFORMATION**

470 Center Street, Bldg. 8, Chardon OH 44024, Attn: Human Resources

ONLY SOLICITED APPLICATIONS WILL BE ACCEPTED.

Please Read The Following Information Before Completing Our Application.

1. There is no guarantee of a job offer or job interview by completing our employment application. Your application will be considered with others who have submitted applications for the same job opportunity, and decisions about interviews will be based on this comparison.
2. Our application form must be completely filled out in order for it to be considered for employment.
3. If the information provided on our application cannot be satisfactorily verified by employment reference checks, your application could be considered as incomplete.
4. We do not accept or maintain on file unsolicited applications. Applications are filed according to specific job opportunities.
5. Due to the large number of applications received and the competitive nature of our employment process, specific reasons for employment decisions will not be released.
6. By completing our employment application, you may be subject to the following checks:
 - a. Employment reference check from previous employer and from current employer should a job offer be made
 - b. Criminal record check
 - c. Drug screen, alcohol screen, and/or pre-placement physical exam
 - d. Abstract Driving Record
 - e. Personal references
 - f. Educational degrees

APPLICATION FOR EMPLOYMENT

Return to: GEAUGA COUNTY CLERK OF COURTS
470 Center Street, Building 8, Chardon OH 44024 Attn: Human Resources

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of this department. We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, medical condition or disability, veteran/reserve/national guard, or genetic information or any other similarly protected status.

PLEASE PRINT CLEARLY OR TYPE

Posted Job Opportunity for _____ Date of application _____

Valid Driver's License Number and Issuing State, if driving is an essential job function: _____

Name _____
last first middle

Address _____
street city state zip

Telephone (____) _____ (____) _____ Date you can start work _____

Are you legally eligible for employment in the United States? ___ Yes ___ No

If under 18, can you furnish a work permit? ___ Yes ___ No

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

Are you able to work overtime if necessary? ___ Yes ___ No

List any relatives or friends who are employed by the county. _____

How were you referred to this posting? _____

Type of employment desired: _____ full time _____ part time _____ temporary _____ intermittent
_____ seasonal _____ student help/summer

Have you been provided with a written job description for the position for which you have applied? _____

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the essential duties, responsibilities, and functions of the job for which you have applied? _____

Have you ever been employed by Geauga County? _____ When, By Whom? _____

Is there any information we would need about your name, or use of another name, for us to be able to check your work record? Please specify: _____

Have you ever been convicted of a crime? _____ If yes, please explain: _____
Conviction will not necessarily disqualify an applicant from employment.

EDUCATIONAL BACKGROUND

Name of Institution	Address and Telephone No.	Years Completed	Degree/Diploma Obtained
High School			
College, University, Business, Technical			
Other (graduate, professional – specify)			

SKILLS AND QUALIFICATIONS

Please list any additional information that relates to your ability to perform the job for which you have applied - such as licenses, professional memberships, hobbies, etc.: _____

EMPLOYMENT HISTORY – LIST YOUR MOST RECENT JOB FIRST. ATTACH ADDITIONAL PAGES TO LIST ALL JOBS, IF NECESSARY. DO NOT USE SEE RESUME OR SEE ATTACHED IN LIEU OF COMPLETING THIS APPLICATION. PLEASE EXPLAIN GAPS IN EMPLOYMENT.

Start: Left:	Employer: Address: Supervisor: Phone:	Position/Duties: Reason for Leaving:	Final Rate of Pay
Start: Left:	Employer: Address: Supervisor: Phone:	Position/Duties: Reason for Leaving:	Final Rate of Pay
Start: Left:	Employer: Address: Supervisor: Phone:	Position/Duties: Reason for Leaving:	Final Rate of Pay

Are you now employed? _____ May we contact your present employer? _____

REFERENCES (Do not include relatives)

Name	Address and Telephone	Occupation	Years Known
1.			
2.			
3.			

Please list any additional information which may be helpful to us when considering your qualifications for the position: _____

Applicant Certification and Agreement (Signature Required for Application to be Complete):

I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Geauga County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service whenever it is discovered. I expressly authorize Geauga County, its representatives, members or agents the right to investigate and verify any information obtained through the application process. I authorize all individuals, schools, and firms named therein to provide any information requested about me, and I release them from all liability for damage in providing relevant, job related information that will assist in this process.

I recognize that an offer of employment may be contingent upon successful completion of a pre-employment drug screen, alcohol screen, background investigation, criminal record check, valid and acceptable driving record, physical, psychological, and polygraph tests. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Geauga County at any time. I understand that no representative of Geauga County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Appointing Authority.

I understand that a new application must be completed for any future job postings or employment opportunities.

I certify that all information I have provided in order to apply for and obtain employment with Geauga County is true, complete, and correct.

Applicant Signature (Required)

Date Signed

**GEAUGA COUNTY CLERK OF COURTS
AFFIRMATIVE ACTION VOLUNTARY INFORMATION**

Completion of this form is voluntary and not used in any way for selection purposes and is filed separately from application.

We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, medical condition or disability, veteran/reserve/national guard, or genetic information, and any other similarly protected status.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is strictly voluntary. Your cooperation is appreciated.

Position(s) applied for _____ Date _____

Please check Referral Source Walk In Employee Relative Newspaper
 School Government Employment Agency County Website

Applicant Information: Male _____ Female _____ Disabled? Yes No

Veteran: No If Yes: Vietnam Veteran Special Disabled Veteran Other Eligible Veteran

Please check one of the following Equal Employment Opportunity Identification Groups:

- Hispanic or Latino Black or African American (not Hispanic or Latino)
 White (not Hispanic or Latino) American Indian/Alaskan Native (not Hispanic or Latino)
 Native Hawaiian or Other Pacific Islander
 Asian (not Hispanic or Latino)
 Two or more races (not Hispanic or Latino) – all persons who identify with more than one of the above

FOR ADMINISTRATIVE USE ONLY – OCRC Job Classifications (EEO-4 Report Local Government)

Which of the following best describes the job applied for?

- Officials/Administration Professionals Technicians Administrative Support
 Protective Service Para Professional Skilled Craft Service/Maintenance

Completed by _____ Date _____