

JEFFERSON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

APPLICATION FOR EMPLOYMENT

The Jefferson County Department of Job and Family Services considers all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

We are an Equal Opportunity Employer

PLEASE PRINT

Last Name		First Name		Middle Name
Address	Street	City	State	Zip Code
Telephone Numbers	Work ( )	Home ( )	Social Security Number	

Position(s) Applied For:	Date of Application	
How did you learn about us?		
<input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend <input type="checkbox"/> Relative	<input type="checkbox"/> Walk-In <input type="checkbox"/> Other _____

- Are you currently employed?  Yes  No
- May we contact your present employer?  Yes  No
- On what date could you be available for work? \_\_\_\_\_
- Are you currently on 'lay-off' status and subject to recall?  Yes  No
- Can you travel if a job requires it?  Yes  No

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected statuses. If you need additional space, please continue on a separate sheet.

Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
Telephone	Starting	Final	
Job Title	Supervisor		
Reason For Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
Telephone	Starting	Final	
Job Title	Supervisor		
Reason For Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
Telephone	Starting	Final	
Job Title	Supervisor		
Reason For Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
Telephone	Starting	Final	
Job Title	Supervisor		
Reason For Leaving			

List professional, trade, business, or civil activities and offices held. You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.


**JEFFERSON COUNTY  
DEPARTMENT OF JOB AND FAMILY SERVICES**

ELIZABETH FERRON  
DIRECTOR

125 S. FIFTH STREET  
STEUBENVILLE, OH 43952-2885

CAROLINE HARRIS  
JANE WASKIEWICZ  
RAYMOND ROBINSON  
ADMINISTRATORS

CHARLES GOVEY  
HUMAN RESOURCES ADMINISTRATOR

(740) 282-0961 ♦ FAX (740) 282-7425

**VOLUNTARY  
AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, hereby authorize on or after this date \_\_\_\_\_ my present and former employers to release any or all of my personnel information to which they have access. This release is for the Human Resources representative of the Jefferson County Department of Job and Family Services.

**EDUCATION**

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Education	Name and Address of School	Course of Study	Specify Diploma or Degree
Elementary School			
High School			
Undergraduate College			
Graduate Professional			
Other (specify)			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities:

Describe any job-related training received in the United States Military:

## SPECIAL SKILLS

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**Other Qualifications:**

Summarize any special job-related skills and qualifications acquired from employment or other experience.


**Specialized Skills:**

CRT

Fax

Other Skills (please list)

PC

Excel

\_\_\_\_\_

Calculator

PBX Phone System

\_\_\_\_\_

Typing

Word Perfect

\_\_\_\_\_

**Additional Information:**

Please state any additional information you feel may be helpful to us in consider your application.


**Professional References – Please list only people you have worked with professionally.**

1

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

2

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

3

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

May we contact the above references? \_\_\_\_\_ If you object, please indicate which ones. \_\_\_\_\_

I certify that the above statements are correct to the best of my knowledge.

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

\_\_\_\_\_  
Date