

**BELMONT COUNTY**  
**Application for Employment**

Return to: Belmont County Veterans Service Office, 3326 Belmont St., Bellaire OH 43906

Equal access to programs, services and employment is available to all persons. Those applicant requiring accommodation to the application and/or interview process should notify the Human Resources Department. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) applied for: \_\_\_\_\_

Date of Application: \_\_\_\_\_

How did you hear about the position?

Advertisement: \_\_\_ Relative: \_\_\_ Inquiry: \_\_\_ Website: \_\_\_ Friend: \_\_\_

Employment Agency \_\_\_ Other: \_\_\_\_\_

Name: \_\_\_\_\_  
                    Last                      First                      Middle

Mailing Address: \_\_\_\_\_  
                            Street                      Apt.                      City                      State                      Zip

Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_ Mobile/Other: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Best time to contact you at home is: \_\_\_ am / pm

Have you ever submitted an application to Belmont County? \_\_\_\_\_ If Yes, When? \_\_\_\_\_

Have you ever been employed by Belmont County? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

If you are under 18, can you furnish a work permit? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ State / Number: \_\_\_\_\_  
(Answer only if the position for which you are applying requires driving)

Are you able to meet all of the attendance requirements of this position? \_\_\_\_\_

Are you able to work overtime if necessary? \_\_\_\_\_ Will you travel if the position requires it? \_\_\_\_\_

Do you have any friends / relatives currently employed by Belmont County? \_\_\_\_\_

If Yes, who?  
\_\_\_\_\_

What is your desired salary range or rate of pay: \$ \_\_\_\_\_ per \_\_\_\_\_

Date available for work: \_\_\_\_\_

Type of employment desired:  Full Time  Part Time  Seasonal  Temporary

Please Explain Any Gaps In Employment:

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Have you ever been fired or asked to resign from a job? \_\_\_\_\_

If yes, please explain

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EDUCATION
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	Name and Address of School	Course of Study	Years Completed	Diploma/Degree Obtained
High School/GED				
Undergraduate College				
Graduate Professional				
Other (specify)				

**Related Information:** Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization	Offices Held

Please discuss your interest in employment with \_\_\_\_\_ County and any qualifications beyond what is reflected in your application. Use additional sheets if needed.

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**References:** Please provide the names and telephone numbers of three professional references who are not related to you. If professional references are not available, provide school or personal references who are not related to you.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Employment History:** Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

1. From/To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

2. From/To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

3. From/To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

4. From/To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job Duties/Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_