

Brown County Treasurer

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

GENERAL INFORMATION

Last Name _____ First Name _____ MI _____

Street Address _____

City _____ State _____ Zip Code _____

Phone: Area Code _____ Phone Number _____ County _____

Position applying for: Deputy Treasurer

Can you perform the essential functions of the position for which you have applied? Yes No
If no, please explain:

COMPLETE YOUR RESPONSE TO EACH QUESTION

Are you interested in FULL-TIME PERMANENT work? Yes No

Are you interested in PART-TIME work? Yes No

Are you at least 18 years of age? Yes No

Are you authorized to work in the U. S.? Yes No

Date Available to start work? _____

THE FOLLOWING INFORMATION WILL BE USED ONLY IF IT IS DIRECTLY RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING

Have you ever been or are you currently employed in the State or County Services in Ohio? Yes No

Do you have a valid Ohio Driver's License, or are you willing to obtain one? Yes No
If Yes, State _____ Year of Expiration _____

If necessary, can you supply your own transportation for work use? Yes No

Have you had your Driver's License suspended or revoked? Yes No

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

If yes, list date(s) and type(s) of offense(s) (Convictions may not automatically disqualify you):

EXPERIENCE

PRESENT OR MOST RECENT JOB:

Employer's name & address _____ Phone Number _____
Length of employment FROM: mo. ____ yr. ____ TO: mo. ____ yr. ____
Reason for leaving _____
Position (job title) _____ Salary: beginning _____ ending _____
Duties performed:

NEXT MOST RECENT JOB:

Employer's name & address _____ Phone Number _____
Length of employment FROM: mo. ____ yr. ____ TO: mo. ____ yr. ____
Reason for leaving _____
Position (job title) _____ Salary: beginning _____ ending _____
Duties performed:

Employer's name & address _____ Phone Number _____
Length of employment FROM: mo. ____ yr. ____ TO: mo. ____ yr. ____
Reason for leaving _____
Position (job title) _____ Salary: beginning _____ ending _____
Duties performed:

Employer's name & address _____ Phone Number _____
Length of employment FROM: mo. ____ yr. ____ TO: mo. ____ yr. ____
Reason for leaving _____
Position (job title) _____ Salary: beginning _____ ending _____
Duties performed:

Employer's name & address _____ Phone Number _____
Length of employment FROM: mo. ____ yr. ____ TO: mo. ____ yr. ____
Reason for leaving _____
Position (job title) _____ Salary: beginning _____ ending _____
Duties performed:

References Other Than Former Employers and Relatives		
Name	Address, City, State, Zip	Phone Number
1.		
2.		
3.		

EDUCATION

Did you receive a High School Diploma or GED? Yes No If no, highest grade completed ____

Name and address of last school, college or university attended (if high school only, leave this area blank)

College/University:	Sem Hrs	Qtr Hrs	Major	Type of Degree	Degree Awarded?
					Yes No
					Yes No
					Yes No
Business/Vocational School:	Course of Study		No. of Weeks	No. Hrs. Week	Completed?
					Yes No
					Yes No

PROFESSIONAL LICENSES, CERTIFICATIONS AND REGISTRATIONS
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Type (s)	License/Registration #	Expiration Date	Licensed to practice in Ohio
			Yes No
			Yes No
			Yes No

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ADDITIONAL QUALIFICATIONS

Outline briefly any other skills or experience that may be helpful to us in considering your qualifications. Please include volunteer and other community activities:
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Please circle all of the Microsoft software programs you have used: Access Excel Front Page Outlook Power Point Publisher Word

List any other software programs or special machinery and equipment:
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MISCELLANEOUS

Emergency Information

Please list a contact person in case of an emergency.

NAME ADDRESS CITY STATE ZIP CODE PHONE

Previous Addresses

In the areas below, please list your TWO MOST RECENT PREVIOUS HOME ADDRESSES WITHIN THE LAST SEVEN YEARS, with the date of residences for each previous address.

ADDRESS CITY STATE ZIP CODE DATES OF RESIDENCE

I certify all information given by me in this application is true and complete. I authorize Brown County to verify the information provided and realize that false information (misrepresentation or omission of information called for) is a basis for disqualification or dismissal. I authorize Brown County to contact educational institutions and current and previous employers. I further authorize current and former employers to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing such information. I understand that information provided by me on this document may also be compared with information contained in records maintained by Brown County concerning myself for the purpose of determining my suitability for employment with Brown County.

Sign here: _____

Date: _____

Print full name: _____

Social Security Number: _____

Information Release

I hereby authorize the release of this form to appropriate officials for employment purposes.

Applicant Signature _____ Date _____

Form for Authority to Release Information

To Whom It May Concern:

I, _____, am applying for a position with the **Brown County Treasurer** and grant said official permission to obtain information concerning me from schools, employers, criminal justice agencies for individuals relating to my activities as requested. This information is to include but not be limited to, academic achievement, work performance, attendance, disciplinary action, conviction records and cause for my leaving any employment.

As this information is to be furnished at my request and for my benefit, I hereby release any such person/entity from any and all liability of whatsoever nature for furnishing such information and release **Brown County Treasurer or their designee** from any and all liability whatsoever for its use of such information.

Signature (full name): _____

Print full name: _____

Other names used: _____
(Maiden name, married name, nicknames, etc.)

Social Security Number: _____

Date: _____

I, _____, also understand that any offer of employment is subject to completing a successful background and drug test. These tests will be performed at the County's expense, at a location provided, once the interview process has finished.

Signature (full name): _____

Print full name: _____

**EMPLOYEE CONSENT TO PROCUREMENT OF MOTOR VEHICLE
REPORT**

The undersigned hereby authorizes the **Brown County Commissioners, their designate,** or the **John Wood Insurance Agency,** to obtain a copy of a motor vehicle report received through the Ohio Bureau of Motor Vehicles. This report will be obtained for employment purposes only, for the use of rating and/or underwriting insurance for which the above named employer may apply. I do hereby authorize the use of this information in order to obtain a motor vehicle report.

Signed:___ **Dated:** _____ **Printed Name:** _____

Date of Birth: _____

Social Security #: _____

Drivers License #: _____