

Maryellen O'Shaughnessy

FRANKLIN COUNTY CLERK OF COURTS

APPLICATION for EMPLOYMENT

An Equal Opportunity Employer

373 South High St., 23rd Fl. - Administration, Columbus, Ohio 43215

We actively solicit and hire qualified applicants regardless of their race, religion, color, sex, age, handicap or national origin.

Date: _____

Name: _____
Last First Middle

Present Address: _____
Street

County City State Zip

Length of time at this address: _____ E-mail Address: _____

Telephone: _____
Residence Business

Social Security Number: _____

Position Applied for: Data Entry Clerk Customer Service Clerk
 File Clerk Other: _____
 Full Time Part Time

Were you previously employed by a City, County or State Agency? Yes No

If yes, list Agency and date of employment: _____

Do you have relatives currently employed by this Office? Yes No

If yes, Name: _____ Relationship _____

Division: _____

Were you referred to this office? Yes No

If yes, by whom? _____

Have you ever been convicted of, or pled guilty to a crime, felony or misdemeanor?

Yes No If yes, explain in full _____

PREVIOUS EMPLOYMENT

List below **present** and **last two** employers, beginning with the most recent:

Name, Address and type of Business	From: Mo./Yr.	To: Mo./Yr.	Brief Job Description	Hourly Salary	Reason for Leaving	Name and Phone number of Supervisor

May we contact your present employer? Yes No

REFERENCES

Personal: Name	Address	City	State	Phone Number
Business: Name/Title	Address	City	State	Phone Number

EDUCATION

Training	Name and Address	Did you graduate	Number of Years Completed	Major Subjects or Type of Courses
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	9	
			10	
			11	
			12	
Business, Correspondence or Vocational School		<input type="checkbox"/> Yes <input type="checkbox"/> No	No of Months:	
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No	1	
			2	
			3	
			4	
Other Courses or Special Training		<input type="checkbox"/> Yes <input type="checkbox"/> No	No of Months:	

Can you operate a Computer (PC)? Yes No Typing speed: _____

Special Skills: _____

If your application is considered favorably, what date would you be available? _____

PLEASE READ BEFORE SIGNING

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I make this statement with knowledge that any false or misleading statement or omission of material may be sufficient cause for dismissal. I authorize verification of the information I have submitted in this application. I also certify that I have given permission to make whatever credit and/or investigative inquiries the employer deems necessary in connection with my employment application.

In the event that I am employed I will comply with all established policies and practices. I agree that my employment and compensation can be terminated with or without cause at any time, without prior notice, at the option of the employer or myself.

I have read and affirm as my own the above statement.

Signature of Applicant _____ Date: _____

If hired, Federal Law requires that within 72 hours of starting work you furnish documentation showing your identity and that you are legally authorized to work in the United States.