

WAYNE COUNTY ENGINEER
APPLICATION FOR EMPLOYMENT

Applicants may request reasonable accommodation in the application/interview process.

PLEASE PRINT

NAME:			
	LAST	FIRST	MIDDLE
ADDRESS:			
	STREET	CITY	STATE ZIP CODE
TELEPHONE:		SOCIAL SECURITY NUMBER: 	
APPLICATION DATE:		VETERAN: Yes <input type="checkbox"/> No <input type="checkbox"/> Branch of Service 	
ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES? Yes <input type="checkbox"/> No <input type="checkbox"/>			

PERSONAL DATA

Position(s) desired: Full-Time ☐ Part-Time ☐
Date available to start?

Have you previously applied for a job with the Wayne County Engineer? Yes ☐ No ☐ When:

Have you ever been employed by the Wayne County Engineer? Yes ☐ No ☐ When:
Reason for leaving?

Are you related to anyone employed by the Wayne County Engineer? Yes ☐ No ☐
State name and relationship:

Do you have any time commitments that might interfere with your employment? (e.g. subject to recall, school) Yes ☐ No ☐
If yes, please explain

Have you ever been employed by another public employer in Ohio? Yes ☐ No ☐
If yes, provide place and dates of service

Are you able to perform the essential functions of the job(s) for which you are applying **with or without** reasonable accommodation?
(Should there be a question, please refer to the job description.) Yes ☐ No ☐

Have you ever been dismissed from or asked to resign from any employment position? Yes ☐ No ☐
If yes, please explain:

If you are applying for a position that requires a driver's license or a commercial driver's license to perform the essential duties of the job, please answer the following:

- Do you have a valid Ohio driver's license? Yes ☐ No ☐
- Do you have a valid Ohio commercial driver's license? Yes ☐ No ☐
- Have you been arrested for any traffic related incidents? Yes ☐ No ☐
- Has your driver's license been suspended or revoked within the last three (3) years? Yes ☐ No ☐
- Have you had your auto insurance rejected, cancelled, or been in a high risk insurance program? Yes ☐ No ☐
- Been involved in any accident, either at fault or not at fault? Yes ☐ No ☐
- Have you had any traffic violations in the past three (3) years? Yes ☐ No ☐

If yes, please list:

OFFENSE

APPROXIMATE DATE/YEAR

<u>OFFENSE</u>	<u>APPROXIMATE DATE/YEAR</u>

If employed, why do you wish to leave your present employer?

May we contact your present employer for a reference? Yes ☐ No ☐

Describe briefly the type of work that you are best qualified to do by reason of background, education, previous employment or training, and tell why you feel qualified for the position(s) for which you are applying:

List professional organization memberships and offices held, **excluding** those which would indicate race, color, religion, sex, age, national origin, political affiliation, disability and/or ancestry:

List any licenses held: (e.g. P.E., P.S., Haz Mat CDL endorsement)

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EDUCATIONAL DATA

NAME OF SCHOOL OR COLLEGE	LOCATION CITY, STATE, ZIP	MAJOR SUBJECT/DEGREE	SCHOLASTIC AVERAGE	DID YOU GRADUATE?
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
OTHER SCHOOLS ATTENDED				
OTHER (SPECIFY)				

EMPLOYMENT DATA

List all previous employment for the last ten (10) years in chronological order - last position first - including U.S. Military. Attach additional pages if needed or resume if desired.

EMPLOYER		TELEPHONE
ADDRESS		FINAL SALARY
DATES EMPLOYED FROM TO	POSITION(S) HELD	SUPERVISOR
REASON FOR LEAVING		

EMPLOYER		TELEPHONE
ADDRESS		FINAL SALARY
DATES EMPLOYED FROM TO	POSITION(S) HELD	SUPERVISOR
REASON FOR LEAVING		

EMPLOYER		TELEPHONE
ADDRESS		FINAL SALARY
DATES EMPLOYED FROM TO	POSITION(S) HELD	SUPERVISOR
REASON FOR LEAVING		

PERSONAL REFERENCES OTHER THAN FORMER EMPLOYERS AND RELATIVES

NAME	ADDRESS AND TELEPHONE	OCCUPATION
1.		
2.		
3.		

Applicants for employment with the Wayne County Engineer are evaluated and selected on the basis of individual merit and ability with respect to the position being filled. Applicants are selected and hired without consideration of race, color, religion, sex, age, national origin, political affiliation, disability or ancestry.

CERTIFICATION

I certify that all information contained in this application is true, complete and correct to the best of my knowledge. I understand that any material omission, misrepresentation or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize the investigation of all statements contained in this application and give permission to contact all or any of my previous employers, references and/or schools for information unless otherwise noted in this document, including permission to obtain information related to my prior work history. I also give my consent to contact the Bureau of Motor Vehicles for a Moving Vehicle Violation Report if such information is required to perform the duties of the position. I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

APPLICANT'S SIGNATURE

DATE

Applications will be kept on file by the Wayne County Engineer for a period of two years, however, an Applicant must submit a new application each time he/she wishes to be considered for a position.

FOR INTERNAL USE ONLY

ARRANGE INTERVIEW:

YES ☐ No ☐

REMARKS: _____

INTERVIEWER'S SIGNATURE

DATE

EMPLOYED: YES ☐ NO ☐ STARTING DATE: _____ STARTING RATE: _____

JOB TITLE: _____

WAYNE COUNTY ENGINEER

3151 West Old Lincoln Way
Wooster, OH 44691
Ph: (330) 287-5500
Fx: (330) 287-5520

WAYNE COUNTY ENGINEER
EQUAL EMPLOYMENT OPPORTUNITY

The Ohio Fair Employment Practice Law prohibits employment practices that discriminate based on race, color, religion, sex, age, national origin, qualifying disability, or ancestry. The 1964 Civil Rights Act, Title VII, prohibits discrimination based on race, color, religion, sex, or national origin.

The Ohio Administrative Code, Section 4112-5-04, requires the Wayne County Engineer to record and report the information listed below. Please help us comply by providing the answers to the following questions.

This Equal Employment Opportunity Form will be kept in a CONFIDENTIAL FILE separate from the Application for Employment. It will not be used to determine employment eligibility.

POSITION APPLIED FOR: _____

RACE/ETHNIC GROUP:

- ☐ American Indian/Alaskan Native
- ☐ Asian/Pacific Islander
- ☐ Hispanic
- ☐ Black
- ☐ White
- ☐ Other

SEX:

- ☐ Female
- ☐ Male

VIETNAM ERA VETERAN:

- ☐ Yes
- ☐ No

DISABLED VETERAN:

- ☐ Yes
- ☐ No

DO YOU HAVE A DISABILITY OR MEDICAL CONDITION THAT NEEDS TO BE ACCOMMODATED TO PROVIDE YOU WITH AN ACCESSIBLE WORK ENVIRONMENT?

- ☐ Yes
- ☐ No

REFERRED BY:

- ☐ Job Posting
- ☐ Friend

- ☐ Newspaper: _____
- ☐ Other (please specify): _____

Thank you for completing this form.

THIS INFORMATION IS TO BE UTILIZED FOR AFFIRMATIVE ACTION USE ONLY.

**WAYNE COUNTY ENGINEER
DRIVER CONSENT FORM**

To be included in the application for all prospective new employees required to obtain a Commercial Driver's License as an essential function of the job.

Applicant's name

First

Middle

Last

Ohio CDL Number

Position applied for:

I understand that as a condition of employment, and pursuant to the Federal Motor Carrier Safety Regulations, I must have a current and valid Ohio Driver's License and an acceptable driving record which meets the standards of the County's auto liability insurer. I understand that I must provide, with my application, proof of personal auto liability insurance that meets the requirements of the State of Ohio and existing County minimum requirements.

I further agree that, pursuant to Section 382.413, the Wayne County Engineer may obtain information on any previous alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and any refusals to be tested within the preceding two years that are maintained by my previous employer.

I further agree that the county as my employer may check my driving record at any time. I agree to report to my supervisor any accidents, arrests, suspensions, or cancellations of personal insurance as soon as possible after they occur and prior to driving any vehicle on behalf of the county.

I understand all of the above and agree to all requirements. I further attest that all statements made by me in this report are true to the best of my knowledge.

Applicant

date