

# ***COLUMBIANA COUNTY ENGINEER***

235 S. Market Street

Lisbon, OH 44432

330-424-1740 Fax – 330-424-0259

engineer@cceng.org

## APPLICATION FOR STUDENT EMPLOYMENT

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ County: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Address (if applicable): \_\_\_\_\_

\_\_\_\_\_

### Emergency contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

### EMPLOYMENT DESIRED

Position(s) applied for:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodations? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

\_\_\_\_\_

Minimum salary expected? \_\_\_\_\_

EDUCATION

TYPE	NAME & ADDRESS	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE	SUBJECTS STUDIED &/OR DEGREE(S) RECEIVED
High School		1 2 3 4		
College		1 2 3 4		
Post Graduate		1 2 3 4		

EMPLOYMENT HISTORY (List most recent first)

Name of Employer \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Name and Title of

Supervisor \_\_\_\_\_

Your Job Title \_\_\_\_\_ Dates of Employment From: \_\_\_\_\_

To: \_\_\_\_\_

Briefly describe your duties and responsibilities \_\_\_\_\_

Type of machines, equipment, or vehicles operated \_\_\_\_\_

Specific reason for leaving \_\_\_\_\_

Name of Employer \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Name and Title of

Supervisor \_\_\_\_\_

Your Job Title \_\_\_\_\_ Dates of Employment From: \_\_\_\_\_

To: \_\_\_\_\_

Briefly describe your duties and responsibilities \_\_\_\_\_

Type of machines, equipment, or vehicles operated \_\_\_\_\_

Specific reason for leaving \_\_\_\_\_

Name of Employer \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Name and Title of

Supervisor \_\_\_\_\_

Your Job Title \_\_\_\_\_ Dates of Employment From: \_\_\_\_\_

To: \_\_\_\_\_

Briefly describe your duties and responsibilities \_\_\_\_\_

Type of machines, equipment, or vehicles operated \_\_\_\_\_

Specific reason for leaving \_\_\_\_\_

REFERENCES

(Please list three (3) individuals whom we may contact for a professional reference, excluding relatives.)

Name

Telephone Number

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

OTHER

(Please provide any other information you believe is relevant and would like the Employer to consider in their review of your application.)

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APPLICANT'S AGREEMENT AND RELEASE

I certify that I have read and understand the information requested on this application and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief.

I understand that any false information, omissions, or misrepresentations of fact called for in this application, including any misrepresentation as to my educational status, may result in rejection of my application or immediate discharge at any time during my employment. I further understand that the duration of my employment shall only be for the summer. I understand that summer employment is only available to college students who are currently between terms or academic years.

I authorize the Columbiana County Engineer and/or its agents to verify any of this information by searching appropriate information and record sources. I authorize all employers (unless restricted on page 3 of this application), persons, schools, companies, law enforcement authorities, and state agencies to release any information concerning my background and hereby release those parties from any liability whatsoever for issuing this information. I further release the Employer of any and all claims of action arising out of the Employer's efforts to verify the information I have provided in this application and/or its determinations of my qualifications and abilities. I further agree to provide, upon request, documentation of educational status.

I understand and agree that, pursuant to O.R.C. Section 4141.29(1). I am not eligible for unemployment compensation benefits and that any attempts on my part to obtain unemployment benefits as a result of fraudulent misrepresentation of my student status may subject me to fines or imprisonment and other penalties under O.R.C. 4141.35. I also understand that it is the Columbiana County Engineer's policy to vigorously pursue any unlawful attempts by student employees to collect unemployment benefits.

I grant permission to have this application and enclosures duplicated and to be distributed to the employees of the Columbiana County Engineer responsible for initial screening, interviewing, recommending applicants for employment and to other employees responsible for personnel records and reports.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*The Columbiana County Engineer is an equal employment opportunity Employer. It does not discriminate on the basis of age, race, color, religion, sex, disabilities, national origin or other illegal reasons.*