

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 <i>LAST</i> 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.)

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.

2019
SUMMER APPLICANTS
PLEASE READ BEFORE SUBMITTING APPLICATION

It is the policy of the County Engineer's Office that its employees be free of substance abuse and alcohol abuse. Consequently, the use of illegal drugs by employees is prohibited. Further, employees shall not use alcohol or engage in prohibited conduct. The overall goal of this policy is to ensure a drug and alcohol free transportation and workplace environment and to reduce accidents, injuries and fatalities.

In accordance with this policy, summer employees will be required to submit to drug tests as a condition of employment. Employees will be instructed as to when and where to report for the test. Tests may be administered before or after actual start date of employment solely at the discretion of the County Engineer.

It is the policy of the County Engineer, that if the drug test comes back positive, you will be immediately terminated.

Please attach proof (schedule, tuition paid etc.) that you are currently attending college. (College I.D. is not acceptable) If this information is not attached when you submit your application, you will not be considered for employment. **If you are selected for employment, you will need to produce a schedule proving you will be attending college for the fall semester.**

This program is for full-time, undergraduate college students and we limit re-hiring returning students up to four years. Also, fill out the application completely, read and sign the last page. Deadline for applications to be returned to the County Engineer's Office is **May 1**. If you are selected for employment, you will be contacted prior to the start date indicated on your application. Only applicants that are selected for employment will be contacted.

Bert Dawson, P. E.

Columbiana County Engineer

