

**Trumbull County Department of
Job and Family Services**

280 North Park Ave. Warren, OH 44481
(330) 675-2000 Fax (330) 675-2102
<http://hs.co.trumbull.oh.us>



**Child Support Enforcement Agency
Division of TCDJFS**

159 East Market St., Suite 200
Warren, OH 44481
(330) 675-2732 Fax (330) 675-2746
www.csea.co.trumbull.oh.us

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) Applied for: _____ Date of Application: _____

How Did You Learn About Us?

- Advertisement Friend Walk-in
 Employment Agency Relative Other _____

Last Name _____ First Name _____ Middle Name _____

Address: *Number* _____ *Street* _____ *City* _____ *State* _____ *Zip Code* _____

Telephone Number(s) _____ Social Security Number _____ - _____ - _____

Are you related to anyone presently employed within our agency? _____ Yes No

If so who? _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ Yes No

Have you been employed with us before? _____ Yes No

Are you currently employed? _____ Yes No

May we contact your present employer? _____ Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment

On what date would you be available to work? _____

Are you available to work: Full time Part time Shift work Temporary

Are you currently on "lay-off" status and subject to recall? _____ Yes No

Do you have a dependable means of transportation to and from work? _____ Yes No

Education

	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate Degree				
Graduate/Professional				
Other (Specify)				

Additional Information

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills & qualifications from employment or other experience. _____

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. Yes No

WE ARE AN EQUAL OPPURNUTITY EMPLOYER

AE 022



Trumbull County

A proud partner of the
American Job Center network

280 North Park Ave. • Warren, OH 44481
(330) 675-2179 Fax (330) 675-2069
OhioMeansJobs.com/trumbull

Employment Experience

Start with your present or last job. Include any job-related military service assignments and activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

Indicate any foreign languages you speak, read/or write

	Fluent	Good	Fair
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Describe any job-related training received in the United States Military

List Professional, trade, business or civic activities and offices held
You may exclude membership which would reveal gender, race, national origin, disability or other protected status.

Additional Information

Other Qualifications
 Summarize special job-related skills and qualifications acquired from employment or other experience

Specialized Skills – Check Skills/Equipment

	Specify	Experience
Desktop Publishing		
Computer		
Calculator		
Spreadsheets		
Data Bases		
Window Version		

Applicant’s Statement and Pre-Employment Authorization to Release Information

I am an applicant for employment at Trumbull County Department of Job and Family Services (TCDJFS). I certify that the information provided to TCDJFS both orally and in writing is accurate and complete. I authorize TCDJFS and/or any agent acting on its behalf to confirm this information and to secure necessary information from all my employers, references, and academic institutions. As part of this inquiry, my complete criminal and driving records will be reviewed, civil litigation records and all records held by TCDJFS will be checked. I release all those information providers, TCDJFS, and/or any agent acting on its behalf from any and all liability arising from their giving or receiving information regarding my employment history, academic credentials, or qualifications. I understand this information is confidential and that the disclosure of this information to me and to others will be governed by TCDJFS policy and federal/state/local laws. This authorization will remain in effect throughout the term of employment, if hired. Any false or misleading statements I have made, or information received detrimental to my employment, will be sufficient cause for rejection of my application or termination without consideration of any progressive disciplinary procedure, if hired. I have read and authorized the foregoing statement.

This application for employment shall be considered active for a period not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether applications are being accepted at that time.

ELECTRONIC SIGNATURE OF APPLICANT

DATE

Please type your First & Last Name

Email Address: _____

I understand that checking this box constitutes a legal signature confirming that I acknowledge and Agree to the above Terms of Acceptance.

Submit Job Application one of the following ways:

✦ By Mail or in person to:
Trumbull County Job & Family Services
280 N. Park Ave
Warren, Ohio 44481

✦ By Fax: (330) 675-2202

✦ By Email: Trumbull-HR@jfs.ohio.gov