

GALLIA COUNTY BOARD OF DD

EMPLOYMENT APPLICATION

Instructions: Your interest in employment with our Office is appreciated. This application is the initial step in the hiring process so you must complete this application, in full, to be considered for employment. You may attach your resume but you must still complete this form in full. Please write legibly. If you need assistance completing this form because of a disability, please request that the Superintendent provide someone to assist, or you may request that we consider some other reasonable accommodation that does not create an undue hardship on the GCBDD.

The GCBDD is an equal employment opportunity employer. EEO concerns are to be promptly brought to the attention of the Superintendent.

Information About You

Name: _____ Date of Application: _____

Home Phone Number: ____ - ____ - ____ Cell Phone Number: ____ - ____ - ____

Home Address: _____
Number Street City State Zip Code

Are you over 18 years old? Yes ____ No ____ Are you eligible to be employed in the United States? Yes ____ No ____

If you are hired, you'll be required to provide proper identification & verification of your employment eligibility.

Do you have other employment that will continue if you are hired? Yes ____ No ____

If yes, specify the secondary employment: _____

Your Employment History

Present or Most Recent Employer

Organization Name Telephone

Supervisor's Name and Job Title: _____

Your Job Title: _____ Dates Employed: From ____/____/____ To ____/____/____

Your Hourly Pay Rate or Annual Salary: \$ _____ per hour or \$ _____ annual salary

Briefly Describe Your Job Duties:

May we contact this employer for a job reference? Yes ____ No ____

Describe Your Reason[s] for Leaving:

Next Most Recent Employer

Organization Name Telephone

Supervisor's Name and Job Title: _____

Your Job Title: _____ Dates Employed: From ____/____/____ To ____/____/____

Your Hourly Pay Rate or Annual Salary: \$_____ per hour or \$_____ annual salary

Briefly Describe Your Job Duties:

May we contact this employer for a job reference? Yes _____ No _____

Describe Your Reason[s] for Leaving:

Next Most Recent Employer

Organization Name Telephone

Supervisor's Name and Job Title: _____

Your Job Title: _____ Dates Employed: From ____/____/____ To ____/____/____

Your Hourly Pay Rate or Annual Salary: \$_____ per hour or \$_____ annual salary

Briefly Describe Your Job Duties:

May we contact this employer for a job reference? Yes: _____ No: _____

Describe Your Reason[s] for Leaving:

Your Education and Training

Circle the last year of formal education that you've completed:

0 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 1 2 3 4
Primary Education College Trade School

Schools Attended

Graduate?

High School: _____ Yes: _____ No: _____

College: _____ Yes: _____ No: _____

Trade School: _____ Yes: _____ No: _____

Diplomas, degrees or Certificates Achieved:

Describe other courses or the training you've received which you feel will help you perform the job for which you are applying.

About the Job For Which You Are Applying

Do you have reliable transportation so you can timely get to and from work? Yes: _____ No: _____

Expected Hourly Rate or Salary: \$ _____ hourly \$ _____ Annual Salary

Do You Want: Full-Time _____ Part-Time _____ Anything: _____

If You Are Hired, When Would You Be First Available To Start? _____

List Any Scheduling Restrictions:

List Any Certifications, Registrations or Licenses That You Hold Which You Feel May Be Beneficial to the Job

List Job Equipment That You Are Qualified to Operate:

This application will remain on file with the GCBDD for a period limited to one year following the date of its submission. By signing below, I am verifying that all of the information I've provided is complete, truthful and accurate to the best of my knowledge.

I understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. If I am hired, and it is determined that any information provided on this application form or any time during the hiring processes is inaccurate or incomplete, I understand that this may be sufficient cause for me to be discharged from employment.

I understand that if I am offered a job with the GCBDD, I will be subject to a criminal background check and drug test. My failure to pass the drug test will result in the offer of employment being rescinded. Likewise, if I do not have an acceptable criminal background check, the offer will be rescinded. However, a criminal background will not necessarily disqualify me from employment, depending on facts and circumstances, and regulatory requirements.

I understand that to be considered for employment, I must comply with the Superintendent's policies and other work rules. I further understand that this application is not, and is not intended to be a contract of employment.

Applicant's Signature

Date

Gallia County Board of Developmental Disabilities

Guiding Hand School

77 Mill Creek Road, Gallipolis, Ohio 45631

MISCELLANEOUS

1. Do you have any friends or relatives working for this agency?

☐ Yes ☐ No

If yes, who? _____

2. Have you ever been discharged or asked to resign from a position? (If yes, please explain)

☐ Yes ☐ No

3. Have you ever had a certificate, license or registration revoked or suspended?

☐ Yes ☐ No

4. Can you perform the essential functions of the specific job(s) for which you are applying and listed in the Position Description?

☐ Yes ☐ No

If no, please list which essential function(s) you would have difficulty performing and identify possible reasonable accommodation(s). _____

NOTICE OF REQUIREMENT OF CRIMINAL HISTORY BACKGROUND CHECK

The Gallia County Board of DD is mandated by law to conduct criminal background checks on applicants under final consideration for employment. If you are a finalist, you will be required to complete an affidavit and be fingerprinted. The background check will be completed by the Bureau of Criminal Investigation and Identification or, at the Board's discretion, other state or federal agency. All offers of hire are contingent upon satisfactory reports. Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness of the offense in relation to the job for which you are applying. This report is not subject to the Ohio Public Records Act.