

APPLICATION FOR EMPLOYMENT

*Knox County Career Center
306 Martinsburg Road
Mount Vernon, OH 43050
(740)397-5820
www.knoxcc.org*

Any applicant considered for employment by the Knox County Career Center must pass a drug test at Mid-Ohio Corporate Care.

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

(Please Print)

Position(s) Applied For	Date of Application
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Last Name	First Name	Middle Name
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Address	City	Zip
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Telephone Number(s)	e-mail address
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Have you ever been employed with us before	_____ yes _____ no
If yes, give date: _____	
Do any friends or relatives, other than a spouse work here?	_____ yes _____ no
If yes, state name and relationship _____	
Are you currently employed?	_____ yes _____ no
May we contact employers listed?	_____ yes _____ no
Are you legally authorized to work in the U.S.? (<i>Proof of citizenship or immigration status will be required upon employment</i>)	_____ yes _____ no
Have you ever been convicted of a crime?	_____ yes _____ no
Have you had any legal charges made against you that would prevent you from working in a public school with minors?	_____ yes _____ no
Can you perform the essential functions of this position with or without reasonable accommodations?	_____ yes _____ no

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

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

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service, assignments and volunteer 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		
Job Title Held		
Supervisor		
Reason for Leaving		

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Job Title Held		
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Explanation of gaps in employment _____

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

List professional, trade, business, or civic activities. *You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.*

TECHNOLOGY

List computer knowledge and experience

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members.*

Name	Phone Number	Email	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application. I understand that false or misleading information given in my application or interview(s) will result in termination. I also understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date