

# Putnam County Veterans Service Commission



# Ohio Civil Service Application for State and County Agencies

GEN-4268 (REVISED 3/16)

The Putnam County Veterans Service Commission Is an Equal Opportunity Employer and provider of ADA services.

POSITION:	AGENCY: Putnam County Veterans Service Commission	POSITION NUMBER:
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Please submit one application per position or examination to the address indicated on the job posting or examination announcement. Copies are acceptable. Applications lacking sufficient information will not be processed. Please ensure your application is received or postmarked by the closing date, as required by the hiring agency. Please be sure to complete the entire application. Also note that once submitted to a governmental agency, this completed form will be subject to all applicable public records laws.

PLEASE TYPE OR PRINT IN INK

NAME: (Last, First, Middle)		DATE OF BIRTH - Year Not Required Month Day
ADDRESS: (Street, City, State, ZIP Code)		
HOME PHONE:	ALTERNATE PHONE:	E-MAIL ADDRESS:
DRIVER'S LICENSE: (Optional) <input type="checkbox"/> Yes <input type="checkbox"/> No		LEGAL RIGHT TO WORK IN THE U.S.: <input type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? <input type="checkbox"/> Regular <input type="checkbox"/> Temporary	TYPES OF WORK YOU WILL ACCEPT: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
SHIFTS YOU WILL ACCEPT: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> On Call (as needed)	

## EDUCATION

HIGH SCHOOL NAME:	LOCATION: (City, State)	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CHECK YEAR COMPLETED: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	OBTAINED GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHOOL NAME: (College/University)	LOCATION: (City, State)	
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
DEGREE RECEIVED:	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:	
SCHOOL NAME: (College/University)	LOCATION: (City, State)	
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
DEGREE RECEIVED:	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:	
SCHOOL NAME: (College/University)	LOCATION: (City, State)	
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
DEGREE RECEIVED:	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:	

### EMPLOYMENT HISTORY

Please list your work experience beginning with your most recent employment. Military experience and volunteer work should also be included as employment. **NOTE:** To be considered for employment, you must fill in the information below, accurately and completely. You may submit a resume **in addition** to completing this section. A resume may not be used. **If you need additional space, attach extra sheets to this application.**

DATES: From: _____ To: _____	EMPLOYER: _____	POSITION TITLE: _____
ADDRESS: (Street, City, ZIP Code) _____		
COMPANY URL: _____	PHONE NUMBER: _____	SUPERVISOR: _____
HOURS PER WEEK: _____	SALARY: _____	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: _____ _____ _____		
REASON FOR LEAVING: _____ _____		

  

DATES: From: _____ To: _____	EMPLOYER: _____	POSITION TITLE: _____
ADDRESS: (Street, City, ZIP Code) _____		
COMPANY URL: _____	PHONE NUMBER: _____	SUPERVISOR: _____
HOURS PER WEEK: _____	SALARY: _____	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: _____ _____ _____		
REASON FOR LEAVING: _____ _____		

  

DATES: From: _____ To: _____	EMPLOYER: _____	POSITION TITLE: _____
ADDRESS: (Street, City, ZIP Code) _____		
COMPANY URL: _____	PHONE NUMBER: _____	SUPERVISOR: _____
HOURS PER WEEK: _____	SALARY: _____	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: _____ _____ _____		
REASON FOR LEAVING: _____ _____		

EMPLOYMENT HISTORY (Continued)					
DATES: From:		To:	EMPLOYER:		POSITION TITLE:
ADDRESS: (Street, City, ZIP Code)					
COMPANY URL:		PHONE NUMBER:		SUPERVISOR:	
HOURS PER WEEK:		SALARY:		MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DUTIES:					
REASON FOR LEAVING:					
DATES: From:		To:	EMPLOYER:		POSITION TITLE:
ADDRESS: (Street, City, ZIP Code)					
COMPANY URL:		PHONE NUMBER:		SUPERVISOR:	
HOURS PER WEEK:		SALARY:		MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DUTIES:					
REASON FOR LEAVING:					
CERTIFICATES AND LICENSES					
TYPE:					
LICENSE NUMBER:			ISSUING AGENCY:		
TYPE:					
LICENSE NUMBER:			ISSUING AGENCY:		
SKILLS					
OFFICE SKILLS: Typing Speed: _____ Data Entry Speed: _____					
COMPUTER SKILLS:					
OTHER SKILLS:					
LANGUAGE(S):					

Are you a Veteran	Yes	No
Are you a Spouse of a Veteran?	Yes	No
Are you a son or daughter of a Veteran?	Yes	No

The purpose of questions 1-8 is to obtain information relevant to employment with the Putnam County Veterans Service Commission. **Responses to these questions are required.**

1. Please indicate your county of residence.
2. Summary of Qualifications - In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the Minimum Qualifications and any position-specific qualifications posted for this position or examination. If you need additional space, attach an extra sheet to this application.

3. Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. Note: A transcript may not be substituted for this section, although you may be required to submit a transcript.

4. Are you a current a Putnam County, other County Employee or State of Ohio employee?

- ☐ Yes, I'm a permanent employee  
☐ Yes, I'm an interim or intermittent employee  
☐ Yes, I'm a temporary, seasonal or project employee  
☐ Yes, I'm a fixed term or established term employee  
☐ No, I'm not a State of Ohio employee

5. If you are a current State of Ohio employee, please provide your eight (8) digit, OAKS ID number.

If you are not a current State of Ohio Employee, please type NA.

6. If you are not a current (State of Ohio, County, or Municipality within Ohio employee), have you ever been employed by the any of them?

Yes ☐ No ☐ N/A ☐

7. If you were previously employed by the State of Ohio, please choose one of the following:

- ☐ Employment ended prior to 12-01-2004.  
☐ Employment ended on or after 12-02-2004.  
☐ N/A - Not previously employed by the State of Ohio or current state employee, county or municipality employee

8. How did you learn about this **employment opportunity**?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> careers.ohio.gov   | <input type="checkbox"/> Facebook           | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> GovernmentJobs.com | <input type="checkbox"/> Twitter            | <input type="checkbox"/> Newspaper     |
| <input type="checkbox"/> Indeed.com         | <input type="checkbox"/> LinkedIn           |  |
| <input type="checkbox"/> Other Job Board    | <input type="checkbox"/> Other Social Media |  |

#### CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Putnam County Veterans Service Commission for the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

If a veteran, copy of all DD-214s/NGB-2 are required. Must show Character of Service, Separation Code and Reentry Code.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PUTNAM COUNTY VETERANS SERVICE COMMISSION  
EQUAL EMPLOYMENT OPPORTUNITY

**Responses to questions 9-12 are OPTIONAL.** These questions are included to assist our equal employment opportunity efforts. Providing this information is VOLUNTARY and will in no way affect the processing of your application or your being considered for employment. Human Resources will process your responses to these confidential questions separately. Responses will be used for statistical purposes only.

Position Applied For:

Date:

Agency: Putnam County Veterans Service Commission

Position Number:

9. OPTIONAL: Gender

☐ Male      ☐ Female

10. OPTIONAL: Please select your age group.

- ☐ Under 18
- ☐ 18-25
- ☐ 26-39
- ☐ 40-54
- ☐ 55-69
- ☐ 70+

11. OPTIONAL: Race/Ethnicity

- ☐ WHITE: All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ BLACK or AFRICAN AMERICAN: All persons having origins in any of the Black racial groups of Africa
- ☐ HISPANIC or LATINO: All person or Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.
- ☐ ASIAN: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent (for example, China, India, Japan and Korea).
- ☐ NATIVE HAWAIIAN or PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Hawaiian Islands and Pacific Islands (for example, Hawaii, Philippine Islands and Samoa).
- ☐ AMERICAN INDIAN or ALASKAN NATIVE: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- ☐ OTHER: Please self define.

12. OPTIONAL: Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities?

☐ Yes      ☐ No

13. Have you or your spouse ever served in the U.S. military or uniformed services?

☐ Yes      ☐ No

14. If you answered "yes" to the previous question, please indicate if one or more of the following apply:

- ☐ DISABLED VETERAN: A person who has a current service-connected disability as determined by the U.S. Department of Veterans Affairs.
- ☐ POST 9-11 ERA VETERAN: A person who served in the military or uniformed services for any period after September 11, 2001.
- ☐ GULF WAR ERA VETERAN: A person who served in the military or uniformed services for any period between August 2, 1990 and September 10, 2001.
- ☐ COLD WAR/PEACETIME ERA VETERAN: A person who served in the military or uniformed services for any period between May 8, 1975 and August 1, 1990.
- ☐ VIETNAM ERA VETERAN: A person who served in the military or uniformed services for any period between August 5, 1964 and May 7, 1975.
- ☐ Spouse