



# Ohio Civil Service Application for State and County Agencies

GEN-4268 (REVISED10/08)

The state of Ohio is an Equal Opportunity Employer and provider of ADA services.

<b>POSITION:</b>	<b>AGENCY:</b>	<b>POSITION NUMBER:</b>
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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**

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

**PREFERENCES**

<b>PREFERRED SALARY:</b>	<b>ARE YOU WILLING TO RELOCATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> <input type="checkbox"/> Regular <input type="checkbox"/> Temporary	<b>TYPES OF WORK YOU WILL ACCEPT:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
<b>SHIFTS YOU WILL ACCEPT:</b> <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**

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

### EMPLOYMENT HISTORY

Please list your work experience beginning with your most recent employment. Military experience and volunteer work may 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 résumé *in addition* to completing this section. If applying for a civil service examination, only the information provided below will be considered. A résumé may not be used. **If you need additional space, attach extra sheets to this application.**

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

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

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

CERTIFICATES AND LICENSES	
<b>TYPE:</b>	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>
<b>TYPE:</b>	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>

SKILLS	
<b>OFFICE SKILLS:</b>	
<b>Typing Speed:</b>	<b>Data Entry Speed:</b>
<b>COMPUTER SKILLS:</b>	
<b>OTHER SKILLS:</b>	
<b>LANGUAGE(S):</b>	

The purpose of questions 1-9 is to obtain information relevant to employment with the state of Ohio. **Responses to these questions are required.**

1. **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.

2. 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.

3. Are you a current state of Ohio employee?  
 Yes  No

4. If you are a current state of Ohio employee, please provide your Employee ID number. If you are not a current state of Ohio employee, please indicate N/A.

\_\_\_\_\_

5. If you are **not** a current state of Ohio employee, have you ever been employed by the state of Ohio? (If you are a current state of Ohio employee, please select N/A.)  
 Yes  No  N/A

6. 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 12-01-2004.
- N/A - Not previously employed by the state of Ohio or current state employee.

7. Have you ever been convicted of a felony? (A felony conviction may not automatically exclude you from consideration.)  
 Yes  No

8. If you answered Yes to the previous question, please give date(s) of conviction(s) and explain. If you answered No, please indicate N/A.

9. How did you learn about this employment or examination opportunity?

- |   |  |  |                                  |
|---|--|--|----------------------------------|
| <input type="checkbox"/> careers.ohio.gov   | <input type="checkbox"/> Monster.com             | <input type="checkbox"/> Trade journal                   | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Ohiomeansjobs.com  | <input type="checkbox"/> Other Internet Web site | <input type="checkbox"/> State of Ohio Employee Referral | <input type="checkbox"/> Other   |
| <input type="checkbox"/> GovernmentJobs.com | <input type="checkbox"/> Newspaper               | <input type="checkbox"/> Civil Service test announcement |                                  |

### 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 Human Resources Division, Ohio Department of Administrative Services, and/or the agency that holds 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 State as required by the Immigration Reform and Control Act.

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

**STATE OF OHIO  
EQUAL EMPLOYMENT OPPORTUNITY**

Responses to questions 10-15 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 \_\_\_\_\_ Position Number \_\_\_\_\_

10. **OPTIONAL:** Sex

Male  Female

11. **OPTIONAL:** Please select your age group.

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

12. **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 persons of 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. \_\_\_\_\_

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

Yes  No

14. **OPTIONAL:** Are you a veteran?

Yes  No

15. **OPTIONAL:** If you answered Yes to the previous question, please indicate if one or more of the following apply.

- MILITARY STATUS:** The performance of duty in a uniformed service, to include active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty.
- DISABLED VETERAN:** A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
- DESERT STORM/SHIELD VETERAN:** A person whose active duty was performed after August 2, 1990, in the Persian Gulf Conflict.
- VIETNAM ERA VETERAN:** A person served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975.