



Athens County Department of Job and Family Services

13183 State Route 13

Millfield, Ohio 45761

740-797-2523

Athensjfs@jfs.ohio.gov

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Social Security # _____ Driver's License Number: _____
(format with dashes, e.g.: 111-22-3333) State of Issuance: _____

Date Available: _____ Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this employer? YES NO If yes, when? _____

Education

High School: _____ Address: _____

Did you graduate? YES NO

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Email Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Email Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Email Address: _____

Previous Employment

Employer: _____ Phone: _____

Address: _____ Email Address: _____

Job Title: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____

Address: _____ Email Address: _____

Job Title: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Previous Employment continued:

Employer: _____ Phone: _____

Address: _____ Email Address: _____

Job Title: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Please submit a copy of your DD214.

Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information on my application or in my interview may result in my release.

Signature: _____ Date: _____

Required documents for all ACDJFS employment opportunities:

- ACDJFS Application
- Cover Letter
- Resume

Mail all documents to:

Athens County Department of Job and Family Services
Attn: Human Resources
13183 St. Rt. 13
Millfield, OH 45761

Or, email documents to: Teresa.Harris@jfs.ohio.gov

Athens County Department of Job and Family Services is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.