



# FRANKLIN COUNTY RECORDER'S OFFICE

# APPLICATION FOR EMPLOYMENT

We Are An Equal Opportunity Employer  
Committed To Diversity In The Workplace

## PERSONAL INFORMATION

NAME LAST		FIRST	MIDDLE		DATE
PRESENT ADDRESS STREET		CITY	STATE	ZIP CODE	LENGTH OF TIME
PERMANENT ADDRESS STREET (OPTIONAL)		CITY	STATE	ZIP CODE	LENGTH OF TIME
PRIMARY PHONE	ALTERNATE PHONE		E-MAIL		
ARE YOU LEGALLY AUTHORIZED OR PERMITTED TO WORK IN THE UNITED STATES? YES ___ NO ___		ARE THERE CURRENTLY ANY CRIMINAL CHARGES PENDING AGAINST YOU OR HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES ___ NO ___ IF YES, PLEASE EXPLAIN _____			
PLEASE LIST ANY OTHER NAME YOU HAVE USED OR BEEN KNOWN BY, DATES USED, AND REASON FOR USE.					

## PLACEMENT INFORMATION

POSITION OR TYPE OF WORK DESIRED		ARE YOU INTERESTED IN: ___ FULL TIME ___ PART TIME ___ SEASONAL/TEMP	
SALARY DESIRED	DATE AVAILABLE	WHO/HOW WERE YOU REFERRED TO THE OFFICE?	
HAVE YOU EVER BEEN EMPLOYED BY <u>ANY</u> OFFICE OR AGENCY OF FEDERAL, STATE, LOCAL, OR OTHER GOVERNMENT? ___ YES ___ NO IF YES, WHEN AND WHERE			
SKILLS: CHECK THE BOXES WHICH APPLY TO YOUR EXPERIENCE.			
TYPING ___ WPM	DATA ENTRY ___ KPH	ADDING MACHINE	ACCESS
PERSONAL COMPUTER	MS WORD	EXCEL	OTHER _____

## EDUCATION RECORD

LIST LAST HIGH SCHOOL AND ALL BUSINESS, TRADE, MILITARY SCHOOLS AND COLLEGES ATTENDED			
NAME/LOCATION OF SCHOOL	MAJOR/MINOR	DEGREE	CUMULATIVE AVERAGE
EXTRACURRICULAR, PROFESSIONAL, OR COMMUNITY ACTIVITIES (INCLUDE OFFICES HELD, SCHOLARSHIPS, AWARDS, HONORS, SPORTS, ETC.)*			

THE FRANKLIN COUNTY RECORDER'S OFFICE DOES NOT DISCRIMINATE IN HIRING OR TERMS OR CONDITIONS OF EMPLOYMENT ON THE BASIS OF AGE, SEX, RACE, COLOR, CREED, ANCESTRY, RELIGION, DISABILITY, NATIONAL ORIGIN, CITIZENSHIP STATUS, VETERAN STATUS, MARITAL STATUS, MILITARY STATUS, SEXUAL ORIENTATION, GENDER INDENTITY OR EXPRESSION, PREGNANCY, MEDICAL CONDITION OR ANY UNLAWFUL NON-JOB OR NON- BUSINESS RELATED FACTORS OR ANY OTHER BASIS UPON WHICH DISCRIMINATION IS PROHIBITED BY THE MUNICIPAL, STATE, OR OTHER FEDERAL LAW. NO QUESTION ON THIS APPLICATION IS INTENDED TO SECURE INFORMATION TO BE USED FOR SUCH DISCRIMINATION. \* YOU ARE NOT REQUIRED TO LIST ACTIVITIES WHICH MAY REVEAL YOUR RACE, RELIGION, SEX, OR NATIONAL ORIGIN.

# EMPLOYMENT HISTORY

LIST ALL EMPLOYERS WITH CURRENT OR MOST RECENT EMPLOYMENT FIRST.

PRESENT/LAST EMPLOYER	TELEPHONE NUMBER	SUPERVISOR'S NAME
ADDRESS	DATES EMPLOYED _____ TO _____	BASE SALARY OR WAGE START _____ CURRENT OR END _____
POSITION TITLE		
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING OR SEEKING CHANGE OF POSITION		
MAY WE CONTACT YOUR CURRENT EMPLOYER? YES _____ NO _____ PHONE ( ) _____		

PREVIOUS EMPLOYER	TELEPHONE NUMBER	SUPERVISOR'S NAME
ADDRESS	DATES EMPLOYED _____ TO _____	BASE SALARY OR WAGE START _____ CURRENT OR END _____
POSITION TITLE		
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING OR SEEKING CHANGE OF POSITION		
MAY WE CONTACT YOUR CURRENT EMPLOYER? YES _____ NO _____ PHONE ( ) _____		

NEXT PREVIOUS EMPLOYER	TELEPHONE NUMBER	SUPERVISOR'S NAME
ADDRESS	DATES EMPLOYED _____ TO _____	BASE SALARY OR WAGE START _____ CURRENT OR END _____
POSITION TITLE		
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING OR SEEKING CHANGE OF POSITION		
MAY WE CONTACT YOUR CURRENT EMPLOYER? YES _____ NO _____ PHONE ( ) _____		

## OCCUPATIONAL REFERENCES

(LIST PERSONAL REFERENCES ONLY IF YOU HAVE NO OCCUPATIONAL REFERENCES)

CHECK ONE ____ OCCUPATIONAL REF. ____ PERSONAL REF.	NAME	OCCUPATION	YEARS ACQUAINTED
ADDRESS STREET	CITY	STATE	ZIP CODE
TELEPHONE NUMBER			
CHECK ONE ____ OCCUPATIONAL REF. ____ PERSONAL REF.	NAME	OCCUPATION	YEARS ACQUAINTED
ADDRESS STREET	CITY	STATE	ZIP CODE
TELEPHONE NUMBER			

### IMPORTANT, READ BEFORE SIGNING

The filing of an application with The Franklin County Recorder's Office is a preliminary step to employment. It does not obligate The Franklin County Recorder's Office to offer employment, or the applicant to accept employment. An offer of employment, if made, is for employment at will and is not to be construed as a guarantee of continued employment. The Franklin County Recorder's Office reserves the right to terminate the employment of any employee at any time. Any employee also has the right to terminate his or her employment with The Franklin County Recorder's Office at any time.

I authorize investigation of all matters contained in this application which The Franklin County Recorder's Office may deem relevant to my employment or as required by law and authorize my previous employers or other persons having information concerning me or my record to report such information to The Franklin County Recorder's Office and such persons are hereby released from all liability for issuing such information. I understand and agree that I will be subject to immediate dismissal if it is subsequently discovered that the information herein is untrue or that I have failed to disclose a material fact. I understand that if employed by The Franklin County Recorder's Office, such employment will occur at will and no contract of employment, expressed or implied, is created and that no representative of The Franklin County Recorder's Office has any authority to enter into any agreement for employment of any specified period of time, or to make any agreement contrary to the foregoing. I understand that if I receive an offer of employment and I accept the position, I will be required to complete additional information necessary for record keeping requirements.

#### NOTICE TO APPLICANTS AS REQUIRED BY THE FAIR CREDIT REPORTING ACT

As part of our employment process, an investigative consumer report, as governed by the Fair Credit Reporting Act or any similar state or local statute, may be requested. However, requests will not be made without your prior written authorization.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_