



Henry County Highway Department

660 North Perry Street
Napoleon, Ohio 43545

Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #
_____ City State ZIP Code

Phone: _____ E-mail Address: _____
Full-Time Work Summer Work

Date Available: _____ What type of work desired?
YES NO YES NO
Are you a citizen of the United States? If no, are you authorized to work in the U.S.?
YES NO
Have you ever been employed by Henry County? If yes, which Department? _____
YES NO
Have you ever been convicted of a felony? *A felony conviction will not automatically exclude you from consideration*
If yes, explain: _____

Education

High School: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
College: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
Other: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Commercial Drivers License

Do you have a CDL (Commercial Drivers License)? YES NO If yes, what class? Class A Class B Class C
Air Brake Supplement Tanker Vehicle
If so, which endorsements?

Previous Employment

Have you ever applied here before? YES NO Have you ever worked here before? YES NO

Company: _____ Phone: _____
Job Title: _____ Supervisor: _____
Responsibilities: _____
From: _____ To: _____ May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Job Title: _____ Supervisor: _____
Responsibilities: _____
From: _____ To: _____ May we contact your previous supervisor for a reference? YES NO

Applicant Understanding and Agreement

In signing below, I am verifying that all of the information I have provided is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. If I am hired, and the department subsequently discovers that information provided on this application is inaccurate or incomplete, I understand that this may be sufficient cause for me to be separated from employment. I understand that this application is not a contract of employment and that employment with the department does not constitute a contractual employment relationship.

Signature: _____ Date: _____

Equal Opportunity Employer

The Henry County Engineer and Henry County Highway Department do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, military status, national origin, disability, age, or ancestry. (O.R.C. 4112)