

**Trumbull County Department of  
Job and Family Services**

280 North Park Ave. Warren, OH 44481  
(330) 675-2000 Fax (330) 675-2102  
<http://hs.co.trumbull.oh.us>



**Child Support Enforcement Agency  
Division of TCDJFS**

159 East Market St., Suite 200  
Warren, OH 44481  
(330) 675-2732 Fax (330) 675-2746  
[www.csea.co.trumbull.oh.us](http://www.csea.co.trumbull.oh.us)

# Application for Employment

Email: [Trumbull-HR@jfs.ohio.gov](mailto:Trumbull-HR@jfs.ohio.gov)

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) Applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

How Did You Learn About Us? Email Address: \_\_\_\_\_  
 Advertisement  Friend  Walk-in  
 Employment Agency  Relative  Other

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address: *Number* \_\_\_\_\_ *Street* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip Code* \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Are you related to anyone presently employed within our agency? \_\_\_\_\_  Yes  No  
 If so who? \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_  Yes  No

Have you been employed with us before? \_\_\_\_\_  Yes  No

Are you currently employed? \_\_\_\_\_  Yes  No

May we contact your present employer? \_\_\_\_\_  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

*Proof of citizenship or immigration status will be required upon employment*

On what date would you be available to work? \_\_\_\_\_

Are you available to work:  Full time  Part time  Shift work  Temporary

Are you currently on "lay-off" status and subject to recall? \_\_\_\_\_  Yes  No

Do you have a dependable means of transportation to and from work? \_\_\_\_\_  Yes  No

**Education**

	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate Degree				
Graduate/Professional				
Other (Specify)				

**Additional Information**

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills & qualifications from employment or other experience. \_\_\_\_\_

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.  Yes  No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

AE 022



280 North Park Ave. • Warren, OH 44481  
(330) 675-2179 Fax (330) 675-2069  
[OhioMeansJobs.com/trumbull](http://OhioMeansJobs.com/trumbull)

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

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Telephone Number(s)				
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Reason for Leaving		Starting	Final	

Indicate any foreign languages you speak, read/or write

	Fluent	Good	Fair
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities

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Describe any job-related training received in the United States Military

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List Professional, trade, business or civic activities and offices held

*You may exclude membership which would reveal gender, race, national origin, disability or other protected status.*

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### Additional Information

#### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience

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## Specialized Skills – Check Skills/Equipment

	Specify	Experience
Desktop Publishing		
Computer		
Calculator		
Spreadsheets		
Data Bases		
Window Version		

### Applicant’s Statement and Pre-Employment Authorization to Release Information

I am an applicant for employment at Trumbull County Department of Job and Family Services (TCDJFS). I certify that the information provided to TCDJFS both orally and in writing is accurate and complete. I authorize TCDJFS and/or any agent acting on its behalf to confirm this information and to secure necessary information from all my employers, references, and academic institutions. As part of this inquiry, my complete criminal and driving records will be reviewed, civil litigation records and all records held by TCDJFS will be checked. I release all those information providers, TCDJFS, and/or any agent acting on its behalf from any and all liability arising from their giving or receiving information regarding my employment history, academic credentials, or qualifications. I understand this information is confidential and that the disclosure of this information to me and to others will be governed by TCDJFS policy and federal/state/local laws. This authorization will remain in effect throughout the term of employment, if hired. Any false or misleading statements I have made, or information received detrimental to my employment, will be sufficient cause for rejection of my application or termination without consideration of any progressive disciplinary procedure, if hired. I have read and authorized the foregoing statement.

This application for employment shall be considered active for a period not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether applications are being accepted at that time.

\_\_\_\_\_  
ELECTRONIC SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Please type your First & Last Name

I understand that checking this box constitutes a legal signature confirming that I acknowledge and Agree to the above Terms of Acceptance.

Submit Job Application one of the following ways:

✦ By Mail or in person to:  
Trumbull County Job & Family Services  
280 N. Park Ave  
Warren, Ohio 44481

✦ By Fax: (330) 675-2202

✦ By Email: [Trumbull-HR@jfs.ohio.gov](mailto:Trumbull-HR@jfs.ohio.gov)