PLEASE READ THE INSTRUCTIONS BEFORE FILLING OUT THE APPLICATION

Thank you for your interest in employment with Ashtabula County Job & Family Services. The online application form is the primary tool used to evaluate applicants for employment in our agency. To receive consideration for the position that interests you, please follow these instructions:

COMPLETING THE ONLINE APPLICATION:
1. Save the application to your computer or jump drive **BEFORE** filling it in. Close the on-line application and open the application you saved. This will ensure that all data you type will not be lost.
2. Please complete the application by typing in the data and using the tab key to move from field to field.
3. Complete all sections of the application form. Incomplete applications may not be considered. Some positions require the applicant to have previous experience or education in that field. Only with complete information can we determine if you qualify for a particular position.
4. Please include complete names and addresses for all references and previous employers.
5. Previous Employment: List all work experiences you have had including volunteer work and internships even if you are submitting a resume.
6. Education: List all education and training you have received, including any training workshops you have attended.
7. List all the positions for which you are applying. Please do not submit multiple applications.

COMPLETING A DOWNLOADED APPLICATION:

1. Print the application by clicking on the **Download** button below.
2. Please complete this application by typing in the data and using the tab key to move from field to field.
3. Complete all sections of the application form. Incomplete applications may not be considered. Some positions require the applicant to have previous experience or education in that field. Only with complete information can we determine if you qualify for a particular position.
4. Please include complete names and addresses for all references and previous employers.
5. Previous Employment: List all work experiences you have had including volunteer work and internships even if you are submitting a resume.
6. Education: List all education and training you have received, including any training workshops you have attended.
7. List all the positions for which you are applying. Please do not submit multiple applications.

SUBMITTING THE APPLICATION:
Once all data has been entered into the application, email the application to Stephen McClure at Stephen.McClure@jfs.ohio.gov.