

COUNTY OF LANCASTER

APPLICATION FOR EMPLOYMENT

NAME Elliott Donald R. DATE 02/19/2004

PRESENT ADDRESS Orchard Road Toldedo OH 43606

PHONE NO. SOCIAL SECURITY #

POSITION DESIRED Chief Administrative Officer

SALARY DESIRED negotiable DATE YOU CAN START 04/01/2004

HAVE YOU BEEN PREVIOUSLY EMPLOYED BY THE COUNTY? ☒ NO, IF YES LIST:

☒ FULL-TIME ☐ PART-TIME
☐ TEMPORARY
HOURS YOU CAN WORK
CHECK THE DAYS YOU CAN WORK:
☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS COMPLETED	DIPLOMA/DEGREE	COURSE OF STUDY
HIGH SCHOOL	George Washington, H.S., Danville, Virginia	2	Diploma	
COLLEGE UNDERGRADUATE	University of Virginia	4	B.A.	Economics
GRADUATE	University of Virginia (Colgate Darden Graduate School of Business)	2	M.B.A.	Finance/Marketing
OTHER POST HIGH SCHOOL	University of Michigan Executive Program			

LIST PROFESSIONAL CERTIFICATIONS, LICENSES, APPRENTICESHIPS, SPECIALIZED TRAINING, OR FOREIGN LANGUAGE SKILLS:
Building Organizational capability, Employee Assessment and Selection, Media, and Crisis Media Training

OFFICE SKILLS: ☒ TYPING W.P.M. ☒ CALCULATOR ☐ DICTATION/TRANSCRIPTION ☐ MACHINES OPERATED

COMPUTING SKILLS: ☒ EXCEL ☒ WORD ☒ ACCESS ☒ POWERPOINT ☐ LOTUS ☒ WORDPERFECT ☒ WINDOWS OS ☐ PEOPLESOF

OTHER SKILLS: ☐ COMMERCIAL DRIVER LICENSE ☐ NURSING ☐ MECHANICAL ☐ OTHER

REFERENCES: GIVE THE NAMES OF 3 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	PHONE NO.	BUSINESS	RELATIONSHIP
Southwood J. Morcott	Hilton Head Island, SC	<u> </u>	Ret. Dana CEO	Past Manager
Nevin Cooley	1853 William Penn Way, Lancaster, PA	<u> </u>	High Real Estate	Colleague
William E. Griscom, Ed.D	750 E. King Street, Lancaster, PA	<u> </u>	Stevens College	Colleague

DO YOU HAVE RELATIVES EMPLOYED BY THE COUNTY? ☒ NO, IF YES LIST:

THE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT. NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE, OR FEDERAL LAW. EQUAL ACCESS TO EMPLOYMENT SERVICES AND PROGRAMS ARE AVAILABLE TO ALL PERSONS. APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION AND/OR INTERVIEW PROCESS SHOULD CONTACT THE PERSONNEL OFFICE.