



Village of Addyston... INCORPORATED

ON THE NATIONAL REGISTER OF HISTORIC PLACES
PHONE (513) 941-1060 FAX (513) 941-0740
ADDYSTON, OHIO 45001-0536



Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No*.: _____ Desired Salary:\$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this department? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Certifications, Licenses & Registrations

| Licenses / Certifications issued by: | Your Specialization | License / Certification Number | Expires |
|--------------------------------------|---------------------|--------------------------------|---------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

General

Who referred you to the Village of Addyston? _____

Have you applied with the Village of Addyston previously? _____ Yes _____ No

Are you at least 18 years of age? _____ Yes _____ No

Are you willing to work any shift, including nights and weekends? _____ Yes _____ No

If No, please state any limitations: _____

If applicable, are you available to work overtime? _____ Yes _____ No

If you are offered employment, when would you be available to begin work? _____

Are you able to perform essential functions of the job position with or without reasonable accommodations?

_____ Yes _____ No / What reasonable accommodations, if any would you require? _____

Have you ever been convicted of any crime, including traffic violations? _____ Yes _____ No / If Yes, please

describe: _____

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

Applicant's Skills

If No, please state any limitations:

If applicable, are you available to work overtime? _____ Yes _____ No

If you are offered employment, when would you be available to begin work? _____

Are you able to perform essential functions of the job position with or without reasonable accommodations?

_____ Yes _____ No / What reasonable accommodations, if any would you require? _____

Have you ever been convicted of any crime, including traffic violations? _____ Yes _____ No / If Yes, please describe: _____

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

Applicant's Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability)

| Skill | Years of Experience | Ability Or Rating |
|--|---------------------|-------------------|
| [] RCIC | _____ | 1 2 3 4 5 |
| [] Microsoft Office Suite (Word, Excel, etc.) | _____ | 1 2 3 4 5 |
| [] Accounting / Bookkeeping | _____ | 1 2 3 4 5 |
| [] Customer Service | _____ | 1 2 3 4 5 |
| [] Communications | _____ | 1 2 3 4 5 |
| [] Supervision | _____ | 1 2 3 4 5 |
| [] Administrative | _____ | 1 2 3 4 5 |
| [] _____ | _____ | 1 2 3 4 5 |

Disclaimer and Signature

SOCIAL SECURITY NUMBER NOTICE*

Social Security Numbers (SSNs) are used to match individuals with their application file. Disclosure of your SSN is voluntary, however a nine-digit number is necessary to process your application. Upon appointment and pursuant to Section 5101.321 of the Ohio Revised Code and other laws and regulations, a request for a SSN is mandatory. Your SSN may be used for purposes including but not limited to the following: Identification of obligators under child support orders, detection of welfare fraud, processing background checks and tax information or general employee identification.

I certify that my answers are true and complete to the best of my knowledge. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize The Village of Addyston to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

Signature: _____ Date: _____