

# VILLAGE OF WAYNESVILLE



1400 LYTTLE ROAD  
WAYNESVILLE, OHIO 45068  
513-897-8015

ARE YOU INTERESTED IN:

Full-time Permanent work \_\_\_\_\_

Intermittent Work \_\_\_\_\_

Temporary Work \_\_\_\_\_

Part-time Work \_\_\_\_\_

Other \_\_\_\_\_

***AN EQUAL OPPORTUNITY EMPLOYER***



## Application for Employment

Village of Waynesville  
1400 Lytle Road  
Waynesville, Ohio 45068  
(513) 897 - 8015

We consider applicants for all positions without regard to race, color, religion, sex, national original, age, disability, marital status, veteran status, or any other legally protected status. Some positions have specific age and physical ability requirements.

**(PLEASE PRINT)**

Position applied for \_\_\_\_\_ Date of Application \_\_\_/\_\_\_/\_\_\_\_\_  
Referral Source \_\_\_Advertisement \_\_\_Job Line \_\_\_Relative  
\_\_\_Employment Agency \_\_\_Walk-In \_\_\_Employee \_\_\_Friend  
\_\_\_Other Name of Sources (If applicable) \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Telephone # (\_\_\_\_) \_\_\_\_\_ Other # (\_\_\_\_) \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver License # \_\_\_\_\_

Have you ever worked for the Village of Waynesville before? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, where and when did you work? \_\_\_\_\_

Are you legally eligible for employment in the U.S.? YES \_\_\_\_\_ NO \_\_\_\_\_  
(Proof of citizenship or immigration status will be required upon employment)

Type of employment: \_\_\_Full-time \_\_\_Part-time \_\_\_Temporary \_\_\_Intern\_\_\_

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

Have you ever been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

Have you ever been convicted of a misdemeanor? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

Please list any moving traffic violations: \_\_\_\_\_

## **Employment History**

Provide the following information from your past and current employers, assignments or volunteer activities, starting with the most recent. Explain any gaps in employment in the comments section.

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Present /Most recent Employer	Telephone
	(____)

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Address

---

Job Title

---

Immediate Supervisor and Title

---

Reason for leaving

*Dates Employed*

---

May we contact for reference?    YES \_\_\_\_\_ NO \_\_\_\_\_ Later \_\_\_\_\_

---

Summarize the type of work performed and job responsibilities

---

Present /Most recent Employer	Telephone
	(____)

---

Address

---

Job Title

---

Immediate Supervisor and Title

---

Reason for leaving

*Dates Employed*

---

May we contact for reference?    YES \_\_\_\_\_ NO \_\_\_\_\_ Later \_\_\_\_\_

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Summarize the type of work performed and job responsibilities

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Present /Most recent Employer	Telephone
	(____)

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Address

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Job Title

---

Immediate Supervisor and Title

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Reason for leaving

*Dates Employed*

---

May we contact for reference?    YES \_\_\_\_\_ NO \_\_\_\_\_ Later \_\_\_\_\_

---

Summarize the type of work performed and job responsibilities

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**COMMENTS:** Including explanation of any gaps in employment: \_\_\_\_\_

**SKILLS AND QUALIFICATIONS:** Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

### **Educational Background**

1) List last three (3) schools attended, starting with most recent. 2) List the number of years completed. 3) Indicate degree or diploma earned, if any. 4) List major field of study. 5) List minor field of study (if applicable).

SCHOOL	YEARS COMPLETED	DEGREE / DIPLOMA	MAJOR	MINOR

### **References**

List names and telephone numbers of three business references who are not related to you and are not previous supervisors. If not applicable, list three personal references that are not related to you.

NAME	TELEPHONE	YEARS KNOWN

### **Additional Information**

List professional, trade, business, or civic associations and any offices held. Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc. Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status. \_\_\_\_\_

### **MILITARY SERVICE RECORD**

Have you served on active duty in the U.S. Armed Forces? YES \_\_\_\_\_ NO \_\_\_\_\_

Dates of duty: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ If yes, will need to provide Copy 4 of DD 214  
MO. YR. MO. YR.

**VILLAGE OF WAYNESVILLE**  
**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify the facts set fourth in Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application or résumé shall be considered sufficient cause for dismissal. The Village of Waynesville is hereby authorized to make any investigation of the information provided in this application and/or résumé.

I hereby authorize the Village of Waynesville to investigate my personal history and financial and credit record, as necessary, through any investigation or credit agency of its choice. Financial and credit checks will be conducted in accordance with Fair Credit Reporting Act. I further understand that the Village of Waynesville intends to use this information for employment purposes only and will keep it confidential.

I hereby authorize any reference, school, former employer, or other person to disclose to the Village of Waynesville upon request any and all records, documents, or other information that they may possess, and I release them all from liability for disclosing such information to the Village of Waynesville.

I understand that if employed, I may be required to work additional or less hours at other than my current assignment as the needs of the organization require, and that my employment is subject to complying with those rules, regulations, and conditions as established by management.

I understand that a physical examination, including drug screening, may be required for some positions and may be required during my employment to assure my physical ability to perform the essential duties and responsibilities associated with my positions. The Village will pay the cost of such an examination.

I agree to conform to all existing and future policies and procedures of the Village of Waynesville, and that the Village reserves the right to change wages, hours, and working conditions as deemed necessary. I understand that policy and procedure manuals and operation manuals are available to me to read before I am employed.

I understand that if I am employed I must provide, by my first day of employment, appropriate documentation of my eligibility to work in the United States, in compliance with the Immigration Reform and Control Act. I understand that if I fail to provide the documentation required by this law by the first day of employment, I will not be allowed to begin work, and the offer of employment may be rescinded.

I understand that no employee is authorized to offer me employment, promise salary increases, change of position, advancement, or any other advantages except those officially announced by the Village of Waynesville.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_