

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 origin, 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? _____

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.

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 _____
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 _____
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 _____
Summarize the type of work performed and job responsibilities	

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 under stand 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 _____