



APPLICATION FOR EMPLOYMENT

Human Resource Department
1368 Research Park Drive, Beaver Creek, Ohio 45432
Phone: (937) 320-7387 Fax: (937) 427-5544

Position Desired: _____

Salary Expected: _____

Full Time [] Part Time [] Seasonal []

Application Date: _____

- Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.
Applications are kept on file for one year. Please keep a copy for your files.
A separate application must be submitted for each position for which you are applying.
Please answer all questions accurately and completely. Incomplete applications may be disqualified.
By signing this application, you are affirming that all information you provide is accurate and complete.

How Did you Learn About Us/This Job? (Check One)

Advertisement _____ Friend/Relative _____ City/Employee _____ City's Website _____
Other: _____

Applicant Information

Name: _____ Social Security No. _____

Address: _____

Telephone No. _____ Work Phone No. _____

Cell/Other: _____ E-mail address: _____

If necessary, best time to call you at home: _____ a.m p.m

May we contact you at work? Yes _____ No _____

General Information

Are you now, or have you ever been employed with the City of Beaver Creek? Yes _____ No _____

If yes, please give date(s) and position(s) _____

Do you have relatives employed by the city? Yes _____ No _____

If yes, please give name, relationship, and department? _____

Are you at least 18 years old? Yes _____ No _____
If you are under 18 and it is required, can you furnish a work permit? Yes _____ No _____

Are you lawfully eligible to work in the United States? Yes _____ No _____

Do you have a valid Ohio Driver's License? Yes _____ No _____ Operator's _____ CDL _____

Have you ever been convicted of a felony? Yes _____ No _____ (If yes, please provide explanation of conviction, including date, charge, location, and penalty. *A conviction is not an automatic bar to employment. Each case is considered separately based upon its relation to the duties of the position:* _____

Employment History

In this section, please describe the duties you have performed in previous positions, which demonstrate that you have the knowledge, skills, and abilities to perform the duties of the job for which you are applying.

Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years. Please explain all periods of unemployment.

Additional pages of work history may be attached, if necessary. **A resume is not a substitute for this section of the application.**

May we contact this employer? Yes _____ No _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ Phone #: _____

Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes _____ No _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ Phone #: _____

Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes _____ No _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ Phone #: _____

Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes _____ No _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ Phone #: _____

Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

Education and Training

Circle the highest school grade completed.

High School: 9 10 11 12 College: 13 14 15 16 17 18 19

Name of School	Address	Courses of Study	Credits Completed Semester/Quarter Hours	Degree or Certificate Earned

List any job-related schools attended or vocational training received: _____

List driver's license and any professional licenses or certificates:

Title of license or certificate	Number	Issuing Agency	Date Issued/Date of Expiration	

Special Skills:

Shorthand _____ (wpm) Typing _____ (wpm) Calculator _____ Dictating Machine _____

Switchboard _____ Adding machine _____

Other (Specify): _____

Heavy Equipment Tools: _____

References (Relatives are not acceptable references)

Name & Title	Occupation	Address	Phone No.

Certification of Information, Authorization & Release

By my signature below, I:

- Certify that all answers given herein are true and complete to the best of my knowledge;
- Authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision;
- Release the individual, company, institution, or organization and all individuals connected therewith from all liability incurred in giving such information. I further release the City of Beavercreek from all liability incurred in obtaining and/or using such information;
- Understand that this application is not intended to be a contract for employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Beavercreek.
- Understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

 Signature of Applicant

 Date

**EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL
SUPPLEMENT**

Applicants for employment are requested, but not required, to provide the following supplementary data. Availability of this data assists in the maintenance of an Equal Employment Opportunity Program. Please DO NOT place your name on this form.

THIS FORM IS VOLUNTARY AND DOES NOT AFFECT YOUR EMPLOYMENT STATUS.

Position: _____

Full-time: _____ Part-time: _____ Seasonal _____

Date of Application: _____

Race or Ethnic Origin: White _____ Black _____ Hispanic _____
 Asian _____ American Indian _____ Other _____

Sex: M _____ F _____

PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.

CITY OF BEAVERCREEK
1368 Research Park Drive
Beavercreek, Ohio 45432

ALL APPLICANTS: Please read the following and address any questions to the Human Resource Representative before signing.

I affirm that the information provided on this application or in connection with the processing of this application (and any resume or any other accompanying documents) is true and complete to the best of my knowledge. I understand that if employed, false statements, significant omissions, or misleading information regardless of when discovered, made on or in connection with my application and accompanying documents may result in dismissal.

I authorize investigation of all statements contained in this application (and any resume or any other accompanying documents) as may be necessary in arriving at an employment decision.

I authorize all personnel, schools, companies, corporations, and law enforcement agencies to supply any and all pertinent information and release the same from any liability resulting from providing such information.

I understand that from time to time the City of Beavercreek may be asked to submit/release certain information, including but not limited to, my employment or application for employment. I release the City of Beavercreek and its agents, from any liability resulting from submitting/releasing such information.

I acknowledge that the City of Beavercreek may request, as a condition of any offer of employment that is made, or for continued employment, that I undergo a medical exam, drug testing or alcohol testing and I consent and agree to any such exam, if required now or in the future. I understand that when drug or alcohol testing is required, a satisfactory result may be a condition of employment.

I understand that federal law prohibits the employment of unauthorized aliens and requires satisfactory proof of employment authorization and identity. All persons hired must submit satisfactory proof of employment authorization and identity. Please have necessary documents promptly available for inspection as required by law.

If employed, I agree to abide by the City of Beavercreek's Rules and Regulations.

I understand that the City of Beavercreek follows an "employment at will" policy, in that I or the City may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the City Manager.

I understand that this application is not a contract of employment.

I understand that the City of Beavercreek is an Equal Opportunity Employer.

I have read and understand the above notice.

Signature of Applicant

Date