



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

Intern Position

Application Date: _____

Date available for work: _____

- 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

Walk-in

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. Anytime

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 Endorsements? Yes No

Have you ever had your license suspended? If yes, please explain. _____

Have you ever been convicted of a felony or misdemeanor (excluding traffic violations and citations)? Yes No
(If yes, please provide explanation of conviction, including date, charge, location, and penalty. Note: A conviction or suspension 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	Telephone #:	_____
Employer:	_____		Position Title:	_____
Address:	_____			
Starting Salary:	_____	Ending Salary:	_____	
Start Date:	_____	End Date:	_____	
Supervisor's name and title:	_____			
Duties & Responsibilities:	_____			

Reason for leaving:	_____			

May we contact this employer?	Yes	No	Telephone #:	_____
Employer:	_____		Position Title:	_____
Address:	_____			
Starting Salary:	_____	Ending Salary:	_____	
Start Date:	_____	End Date:	_____	
Supervisor's name and title:	_____			
Duties & Responsibilities:	_____			

Reason for leaving:	_____			

May we contact this employer? Yes No Telephone #: _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____

Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Telephone #: _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____

Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

Education and Training

Check 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. (If additional space is required, please list separately as an attachment)

Name of School	Date(s)	Type of Training

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:

Typing _____ (wpm) Calculator Word Excel
 Outlook Access
 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

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