



CITY OF NORTH COLLEGE HILL, OHIO

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

PERSONAL

Position(s) Applied For _____ Date _____

How Did You Learn About Us?

_____ Advertisement _____ Walk-In _____ Other _____

First Name	Middle Name	Last Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ yes _____ no

Have you ever filed an application with us before? _____ yes _____ no
If Yes, give date _____

Have you ever been employed with us before? _____ yes _____ no
If Yes, give date _____

Are you currently employed? _____ yes _____ no

May we contact your present employer? _____ yes _____ no

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? _____ yes _____ no
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Are you available to work? ___ Full Time ___ Part Time ___ Shift Work ___ Temporary

Are you currently on "lay-off" status and subject to recall? _____ yes _____ no

Can you travel if a job requires it? _____ yes _____ no

Have you been convicted of a felony? _____ yes _____ no
(Conviction will not necessarily disqualify an applicant for employment.)

If yes, please explain _____

EMPLOYMENT EXPERIENCE

(Please begin with most recent)

1.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

2.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

3.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

4.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate School				
Graduate School				
Other (Specify)				

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Are there any other experiences, skills, or qualifications which you feel would especially qualify you for work with the City of North College Hill? _____

List any licenses or professional certificates which you hold which are applicable to this position. _____

Driver's License

State Issued By: _____
 Expiration Date: _____

Number: _____
 Class or Type: _____

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

APPLICANT'S STATEMENT

1. I hereby certify that all responses set forth during my employment application process are true and complete. My signature also authorizes the City of North College Hill or its authorized agents to conduct a thorough investigation of all statements, written and oral, made by me during the employment application process, including without limitation, information concerning my prior employment positions, activities, law enforcement record, and educational background. I hereby authorize all persons, companies or other entities connected with any such informational request, including without limitation, physicians, hospitals, prior employers, and law enforcement agencies to provide any and all information and/or medical records they may have regarding me or my employment. I release and agree to indemnify the City of North College Hill, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of such investigation, including without limitation, any liability for furnishing information or for taking any action based on the information provided.

2. I understand and agree that any falsification, misrepresentation, incomplete response, or omission either on the employment application form or in my responses to questions asked during the interviewing or examination process may disqualify me from further consideration for employment, or if employed by the City of North College Hill, will subject me to immediate termination, whenever the falsification or omission is discovered. In this regard, where an item is left blank on the employment application, it is because there is no information within its scope.

3. I understand that a chemical test for the presence of illegal and controlled substances may be required before the commencement of and/or during my employment. In addition, I understand I may be required to take a physical examination before starting work if an offer of employment is made. I release and agree to indemnify the City of North College Hill, its authorized agents and its employees, and all other persons, companies, and other entities from any and all liability arising out of physical examination or chemical testing or for the taking of any action based on the results of any physical examination or chemical testing.

4. I certify that I am a citizen of the United State, or, if not, I can provide required documentation permitting me to work in the United States.

5. I also agree to submit to a polygraph examination, upon request by the City of North College Hill, as a pre-employment requirement and/or a condition of continuing employment should I be employed by the City of North College Hill.

6. I understand and agree that nothing contained in the City of North College Hill employment application or in the granting of an interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or is intended to constitute or to create a contract between me and the City of North College Hill for either employment or for the providing of benefits. No promises regarding employment have been made to me and I understand and agree that no such promise or guarantee is binding on the City of North College Hill unless they are expressed promises, made in writing, and signed by the City Safety/Service Director or designee.

Applicant's Signature

Date

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview _____ Yes _____ No

Remarks _____

Interviewer

Date

Employed _____ Yes _____ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

Approved _____ Hired By _____
Name (Civil Service Comm.) Name and Title Date

NOTES

