

**CITY OF GREEN
EMPLOYMENT APPLICATION**





APPLICATION FOR EMPLOYMENT

- Human Resource Department
- Civil Service Commission

The City of Green is an employer with a standing policy of non-discrimination. All qualified persons are accorded an opportunity for employment or promotion without regard to race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex or age.

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Home Phone: _____ Cell Phone: _____ Daytime Phone: _____

Do you have a valid Ohio Driver's license? Yes No Commercial Driver's license? Yes No

Driver License No.: _____ Email: _____

Other Names Also Known As: _____

Referral Source: Newspaper Advertisement Employee Relative City Website On-line Advertisement

Name of Source (if applicable): _____

Position applying for: _____

Type of employment desired: Full Time Part Time Seasonal

Have you ever applied for employment with us before? Yes No

If yes, for what position(s)? _____ Date: _____

Have you ever been employed with us before? Yes No

If yes, what position(s)? _____ Date: _____

Have you ever been discharged or requested to resign from a position? Yes No

Are you legally eligible for employment in this country? Yes No

Are you currently a Green resident: Yes No If yes, date residency established: _____

Have you ever had a certificate, license, or registration revoked or suspended? Yes No

If yes, explain: _____

Are you 18 years of age or older? Yes No

Are you now or have you ever been a member of a state retirement system in Ohio? Yes Identify: _____

Have you ever served in the U.S. Armed Services? Yes No If yes, what branch: _____

Describe Training: _____

Honorably Discharged? Yes No

EDUCATION

Type	School Name and Address	Years Completed (Circle)	Graduated (Circle)	Degree/Major
High School/GED		1 2 3 4	Yes No	
College		1 2 3 4	Yes No	
Post Graduate		1 2 3 4	Yes No	
Business/Trade or Other		1 2 3 4	Yes No	

SKILLS

Computer Skills: PC Windows Microsoft Office Microsoft Word Access Excel
 Internet Other _____

Office Skills: Typing _____ wpm Filing Accounting Telephone systems Fax Machine
 Copier Data Entry Dictation Equipment Other _____

Maintenance Skills: Electrical Plumbing HVAC Carpentry Masonry Painting
 Janitorial Engines Other _____

Please list any pertinent skills and/or training: _____

EMPLOYMENT HISTORY

List below current and last three employers, starting with most recent first.

Employer: _____ Telephone No. _____

Address: _____
Street City State Zip Code

Name & Title of Supervisor: _____

Job Title: _____ Dates of Employment: _____ to _____

Starting Salary: \$ _____ Ending Salary: \$ _____ May we contact? Yes No

If no, please explain: _____

Describe Responsibilities: _____

Reason for leaving: _____

Employer: _____ Telephone No. _____

Address: _____
Street City State Zip Code

Name & Title of Supervisor: _____

Job Title: _____ Dates of Employment: _____ to _____

Starting Salary: \$ _____ Ending Salary: \$ _____ May we contact? Yes No

If no, please explain: _____

Describe Responsibilities: _____

Reason for leaving: _____

Employer: _____ Telephone No. _____

Address: _____
Street City State Zip Code

Name & Title of Supervisor: _____

Job Title: _____ Dates of Employment: _____ to _____

Starting Salary: \$ _____ Ending Salary: \$ _____ May we contact? Yes No

If no, please explain: _____

Describe Responsibilities: _____

Reason for leaving: _____

Employer: _____ Telephone No. _____

Address: _____
Street City State Zip Code

Name & Title of Supervisor: _____

Job Title: _____ Dates of Employment: _____ to _____

Starting Salary: \$ _____ Ending Salary: \$ _____ May we contact? Yes No

If no, please explain: _____

Describe Responsibilities: _____

Reason for leaving: _____

REFERENCES

List three (3) individuals we may contact not related to you, whom you have known at least one year, excluding relatives.

	<u>Full Name & Address</u>	<u>Relationship</u>	<u>Telephone</u>	<u>Years Acquainted</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

The information provided in this Application for Employment is true, correct and complete. I authorize investigation of all statements contained herein and all information and pertinent information concerning previous employment, unless otherwise indicated, releasing all parties from all liability for any damage which may result. I understand the following; my employment could be subject to my successful completion of a Civil Service Examination; any offer of employment would be conditional pending successful completion of pre-employment testing; no contract is implied or exists on the part of the City or myself, through submission of this application or the completion of any subsequent documents as may be required; misrepresentation or omission of facts may result in dismissal; and employment may be terminated at any time for just cause.

(Signature)

(Date)

Rev 6/2015



CITY OF GREEN
Pre-employment Inquiry and Driver's Insurability Release

I, _____, understand that investigative background inquiries may be made regarding my work habits, performance, experience, character, education, credit, driving, civil and criminal records. Such information may be requested from various state, federal and other agencies, including previous employers, who maintain records regarding my past activities.

I authorize you, with reservation, to furnish any information requested regarding my employment and/or background to the City of Green or any duly authorized party acting on behalf of the City of Green. I hereby release and discharge you individually and/or your employer from any and all liability that may arise as a result of this investigation, review or report regarding my background.

I understand the City of Green may elect to contract with an independent investigative service and that the provision of the Fair Credit Reporting Act will be complied with, if, where and when applicable.

I also understand that if I am applying for a position that requires me to drive for the city, I must meet the following criteria:

- Drivers must have a current, valid driver's license for the state in which the employee performs his or her driving duties; and
- Drivers must maintain a clean driving record, i.e., must remain insurable under our company's liability insurance policy.
- Drivers applying for positions that require a CDL will be queried through the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse to comply with the reporting requirements under 49 CFR Part 382.

By signing below, I acknowledge my understanding of the above and that any offer of employment, if made, will be contingent upon successful completion of a pre-employment medical or physical examination and a pre-employment drug screening at the discretion of the City of Green as a potential employer. I understand further that if hired, my employment is "at will" and may be terminated at the option of either the employer or myself.

Applicant's Signature _____

Applicant's Printed Name _____

Applicant's Current Address _____

Applicant's SSN# _____

Applicant's Driver's License # _____

Applicant's Birth Date _____