

Village of Jefferson, Ohio

EMPLOYMENT APPLICATION

Please return to:
Village of Jefferson
27 E Jefferson St.
Jefferson, OH 44047
ATTN: Employment Application

Instructions: It is important that you fill out all sections of this application completely and to the best of your ability. Your application will be used as part of the certification process and therefore should represent your best effort. Incomplete applications will NOT be considered.

Name _____
Last
First
Middle

Present Address _____
Street
Village
State
Zip Code

Telephone (H) _____ (W) _____ Drivers License No. _____

What position are you applying for? _____

Are you currently employed by the Village of Jefferson? Yes _____ No _____

If yes, which Department? _____

Have you previously worked for the Village of Jefferson? Yes _____ No _____ If yes, when? _____

Name, relationship and position held by any of your relatives now employed by the Village _____

May we contact your present employer? Yes _____ No _____ Lowest acceptable salary \$ _____

EDUCATION

Name the last elementary or high school attended _____

Address _____

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12

Are you a high school graduate? Yes _____ No _____

Do you possess a high school equivalency certificate (GED)? Yes _____ No _____

COLLEGE OR OTHER TRAINING AFTER HIGH SCHOOL

Name and Address of College or Trade School Attended	Attendance		Major Specialty	Type of Diploma, Degree License or Certificate earned
	From	To		

SPECIAL SKILLS AND TRAINING

Please list the kinds of office equipment or construction equipment you can operate _____

Number of words per minute: Typing _____

If required for the position for which you are applying, please answer the following:

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

PERSONAL REFERENCES - DO NOT LIST RELATIVES

Name and Occupation	Address	Phone
1. _____		
2. _____		
3. _____		

FOR POLICE AND FIRE APPLICANTS ONLY

Date of birth _____ Age _____ Height _____ Weight _____

EMPLOYMENT HISTORY

Include military history, part-time, temporary, and seasonal employment

If you need additional space, please use the space for additional or explanatory information below or attach additional pages as requested.

List present or last employer first

1. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary	Per
Ending Salary	Per
	Reason For Leaving
Account for time between jobs	

2. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary	Per
Ending Salary	Per
	Reason For Leaving
Account for time between jobs	

3. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary	Per
Ending Salary	Per
	Reason For Leaving
Account for time between jobs	

Have you ever been convicted of a felony or a misdemeanor in which a fine in excess of \$50 was imposed within the last 10 years? Yes____ No____ (This question will not necessarily exclude you from employment, but will be used to weigh the relationship between the offense(s) and the position applied for.) Include convictions of a general court-martial while in the military service.

Use this space for additional or explanatory information or other information you consider relevant for consideration of your application for employment.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at the employment decision.

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.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be change by any written document or by conduct unless such change is specifically acknowledged n writing by an authorized executive of this organization.

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 employer.

Date Signed _____ Signature _____

THE VILLAGE OF JEFFERSON IS AN EQUAL OPPORTUNITY EMPLOYER

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview _____
Remarks

I offered him/her the position of _____.

This is a _(FT / PT/ Temp / Occ PT) _____ position. Budget hrs per week _____.

Current Wage per ordinance \$ _____ - probationary rate of _____

Starting wage should be \$ _____.

Effective hire date will be _____, pending confirmation of Council and passing the employment physical.

Probationary period runs _____ thru _____.