

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) _____ Social Security No. _____

What position are you applying for? _____ (SSN is not required)

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.

The information supplied by me in this application is complete and true to the best of my knowledge and belief. I understand that my misstatement of material facts will cause forfeiture of all my rights to any employment or result in dismissal from employment, if hired, in the service of the Village of Jefferson.

I authorize the release of any job-related information that the Village of Jefferson may request from the above sources including the physician's records which may exist now or in the future. Yes _____ No _____

I understand that I am required to pass a physical examination to establish my ability to perform certain jobs.
I understand that my fingerprints and police record will be checked.

Date Signed _____ Signature _____

THE VILLAGE OF JEFFERSON IS AN EQUAL OPPORTUNITY EMPLOYER

Your application will be considered solely on merit.