

# 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. \_\_\_\_\_

(SSN is not required)

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	

<b>2. Employer</b>	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	

<b>3. Employer</b>	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.

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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.