

Village of Glendale, Ohio



APPLICATION FOR EMPLOYMENT

Village of Glendale, Ohio
30 Village Square
Glendale, Ohio 45246
1-513-771-7200
glendale@glendaleohio.org

APPLICATION FOR EMPLOYMENT

Please submit one application per position to the address indicated on the job posting. Copies are acceptable. Applications lacking sufficient information will be rejected. It is your responsibility to assure that your application is received or postmarked by the closing date, as required by the hiring agency. Please be sure to fill out all pages of this form. Also please note that this completed form will become a public record when submitted to the government agency.

Job Title: _____ Deadline Date: _____

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address: _____

City: _____ State: _____ County: _____ Zip: _____

Home Phone: (_____) _____ Work Phone: (_____) _____ Social Security Number: _____

The following information will be used only if it is directly related to the position for which you are applying:

Are you willing and able to secure an Ohio Driver's License, if a license is required? Yes: _____ No: _____

If the position requires travel, can you supply your own transportation? Yes: _____ No: _____

Have you ever been employed by the Village of Glendale before? Yes: _____ No: _____

If so, when and in what position(s): _____

Have you ever been convicted of a felony? Yes: _____ No: _____

A felony conviction may not automatically exclude you from consideration. If you answered Yes, please explain fully:

LICENSES, REGISTRATIONS, AND CERTIFICATES

License/Certification Issued by	Field/Trade/Specialization	License/Certificate Number	Expires

SOCIAL SECURITY NUMBER NOTICE

Social Security Numbers (SSNs) are used to match individuals with their application file. Disclosure of your SSN is voluntary; however, a nine-digit number is necessary to process your application. Upon appointment and pursuant to Section 5101.312 of the Revised Code and certain other laws and regulations, a request for a SSN is mandatory. Your SSN may be used for purposes including but not limited to the following: Identification of obligors under child support orders, detection of welfare fraud, processing background checks and tax information or general employee identification.

SUMMARY OF QUALIFICATIONS

In the area below, describe briefly the experience, education, and training and other factors that qualify you for the position for which you are applying. Refer to the Minimum Qualifications and any position-specific qualifications posted for this position. Be sure to provide details of your background in the next section of this application.

EXPERIENCE

In the areas below, please list your past work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. NOTE: In order to be considered for employment, you must fill in the information below, accurately and completely. You may submit a resume *in addition to* completing this section.

Employer:: _____ Phone: (____) _____ Address: _____ City: _____ State: _____ Zip: _____ Job Title: _____ Job Duties: _____ Reason for Leaving: _____ _____ _____ _____	From: ____/____/____ Month Day Year To: ____/____/____ Month Day Year Salary: _____ Supervisor's Name and Title: _____ _____ _____
Employer:: _____ Phone: (____) _____ Address: _____ City: _____ State: _____ Zip: _____ Job Title: _____ Job Duties: _____ Reason for Leaving: _____ _____ _____ _____	From: ____/____/____ Month Day Year To: ____/____/____ Month Day Year Salary: _____ Supervisor's Name and Title: _____ _____ _____
Employer:: _____ Phone: (____) _____ Address: _____ City: _____ State: _____ Zip: _____ Job Title: _____ Job Duties: _____ Reason for Leaving: _____ _____ _____ _____	From: ____/____/____ Month Day Year To: ____/____/____ Month Day Year Salary: _____ Supervisor's Name and Title: _____ _____ _____

Employer: _____ Phone: (____) _____ Address: _____ City: _____ State: _____ Zip: _____ Job Title: _____ Job Duties: _____ Reason for Leaving: _____ _____ _____ _____	From: ____/____/____ Month Day Year To: ____/____/____ Month Day Year Salary: _____ Supervisor's Name and Title: _____ _____ _____ _____
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EDUCATION

High School Graduate? Yes _____ No _____ Name and Location of High School (City, State, and Zip) _____

GED Certificate Number: _____ GED Issued by: _____

POST-HIGH SCHOOL EDUCATION

Include technical school, business school, professional school, college and university.

SCHOOL NAME AND LOCATION	MAJOR AREA(S) OF STUDY	TYPE OF DEGREE OR CERTIFICATION

Please list below the specific course work areas at the high school level or beyond relevant to the position for which you are applying. Also indicate the number of courses you have successfully completed in each area. NOTE: a transcript may not be substituted for this section, although you may be required to submit a transcript.

COURSE WORK AREA	NO. OF COURSES	COURSE WORK AREA	NO. OF COURSES

TRAINING AND OTHER QUALIFICATIONS

(Do not include course work already described above.)

SUBJECT OR TITLE OF TRAINING	ORGANIZATION	LENGTH OF TRAINING

List special equipment or machines you can operate: _____

List computer software in which you have skill, including word processing, spreadsheet, and database programs. Please indicate the name of the specific software: _____

List special clerical skills, including typing and shorthand: _____

_____ Typing Speed: _____

List any additional relevant skills you have: _____

CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in entirety, it will not be processed, and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment, and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Village and/or the department that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

Applicant Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Received by: _____ Date: _____

**Village of Glendale
Applicant Release Form**

I, _____, DOB _____
_____ SSN _____ presently residing at _____
_____ have applied for the position of _____
_____ with the Village of Glendale. I have been advised by _____
_____, an employee of the Village of Glendale, and I am fully aware that the Village of Glendale will be conducting a thorough investigation of my background to determine my suitability for this employment. I realize that in conducting this background investigation, officers of the Glendale Police Department will be making inquiries with officials and records offices of schools which I attended, physicians or other persons who may have examined or attended me for any physical or other type of illness or injury; credit bureaus and/or financial standing; present and previous employers; and other persons who may be able to provide information about me which the Glendale Police Department desires. I authorize the Glendale Police Department to conduct a complete criminal history and driving record inquiry/investigation to further determine my fitness for this position. I hereby waive all provisions of law forbidding any physician or other person who has examined/attended me, or any school official, court, police agency, credit bureau, employer, military, firm or person from disclosing any knowledge or information they have regarding me to the Chief of Police of the Village of Glendale or his/her representative. I further consent and request that the Chief of the Glendale Police Department or his/her representative be provided with a copy of any such records concerning me which they desire.

I additionally acknowledge that the Village of Glendale policy requires a pre-hire drug screen should I be selected and I will be asked to submit to a drug screen test within 72 hours of the Village's request and at their expense; failure to do so may disqualify me as a candidate.

Signed and executed this _____ day of _____, _____

_____ (Signature of Applicant)

Signed in my presence _____ (Notary) _____ Date