

**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 &amp; 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)

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## CITY OF GREEN

### Pre-employment Inquiry and Driver's Insurability Release

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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.

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 \_\_\_\_\_