

VILLAGE OF NEW RICHMOND, OHIO

Application for Employment

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

Position Sought: _____

How did you learn about the position? _____

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Office Phone _____ Other Phone _____

Email Address: _____ Social Security Number: _____

On what date would you be available for work? _____ Desired Wage/Salary
\$ _____

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction? [] Yes [] No

Have you ever been convicted of a felony? [] Yes [] No If yes, please describe circumstances: _____

Have you ever been involuntarily terminated or asked to resign from any position of employment? [] Yes [] No

If yes, please describe circumstances: _____

If selected for employment, are you willing to submit to a pre-employment drug screening test? [] Yes [] No

EDUCATION				
School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held: _____

List other information pertinent to the employment you are seeking: _____

EMPLOYMENT

(Most Recent First.)

1. Employer _____ Job Title _____

Dates Employed _____

Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Supervisor _____

Starting Salary _____ Ending Salary _____

Duties Performed _____

Reason for Leaving _____

2. Employer _____ Job Title _____

Dates Employed _____

Prior Position Held within Company (if any): _____

Address _____ City _____ State _____
Zip _____

Phone _____ Supervisor _____

Starting Salary _____ Ending Salary _____

Duties Performed _____

Reason for Leaving _____

ACKNOWLEDGMENT AND AUTHORIZATION

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 an 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 changed by any written document or by conduct unless such change is specifically acknowledged in 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.

Signature of Applicant

Date

BACKGROUND RECORDS CHECK AUTHORIZATION AND RELEASE

APPLICANT INFORMATION

Name: _____
Any other names used: _____
Current Address: _____

Previous Address _____

Social Security # _____
Driver's License # _____
Date of Birth _____

NOTE: AGE IS USED FOR IDENTIFICATION PURPOSES ONLY

Previous Employers:

Name	Address	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

Military Experience Yes _____ No _____

If Yes:

Years of service: From _____ to _____ Rank: _____

Colleges Attended _____

Dates attended: Beginning: _____ Ending _____

Degree(s): _____

High Schools Attended: _____

City/State of High School _____

Dates attended: Beginning: _____ Ending _____

High School Graduate Yes: _____ No: _____

Any Criminal or Traffic convictions: Yes _____ No: _____

If Yes:

Year	Offense	City	County	State
_____	_____	_____	_____	_____

APPLICANT'S STATEMENT AND AUTHORIZATION

In connection with my application for employment with the Village of New Richmond, Ohio, I hereby certify that the information set forth above is accurate and I further authorize the Village of New Richmond, Ohio and its authorized agents or employees to investigate my background including the verification of the information set forth above. I further authorize the Village of New Richmond, Ohio and its authorized agents and employees to contact and obtain information from my former employers, all public agencies, including federal, state and local law enforcement offices, sheriff's offices, the bureau of worker's compensation, the bureau of employment compensation, the bureau of vocational rehabilitation, the department of motor vehicles, schools, and courts, and consumer reporting agencies to obtain information concerning my fitness for employment with the Village of New Richmond, Ohio.

I further authorize each of the above entities and all public agencies, listed or not, to release to the Village of New Richmond, Ohio and its authorized agents and employees, all information which the entity or public agency has concerning me, including, without limitation any and all files maintained by that entity or public agency and further authorize that agency or public entity to release these files or to the Village of New Richmond, Ohio and its authorized agents and employees and/or to allow the files to be copied by the Village of New Richmond, Ohio or its authorized agents or employees. In addition, I also authorize review of this information in the future.

In addition, I hereby authorize the Village of New Richmond, Ohio and its authorized agents and employees to use a copy of this AUTHORIZATION AND RELEASE to gain access to the information and for the entity or public agency to maintain a copy of this form with files maintained by that entity or agency. Finally, I hereby release and agree to hold harmless, the Village of New Richmond, Ohio and its authorized agents or employees and any entity or public agency acting in reliance on this AUTHORIZATION AND RELEASE, from any claim whatsoever arising out of the use of this form and the release of information to the Village of New Richmond, Ohio and its authorized agents and employees.

Dated _____ Signed _____

Applicant

THIS AUTHORIZATION AND RELEASE SHALL EXPIRE SIX MONTHS FROM THE DATE OF SIGNING.