



# EMPLOYMENT APPLICATION

(Please Print)

Position(s)  
Applied For: \_\_\_\_\_

Date: \_\_\_\_\_

Municipal Building  
6860 Plainfield Road

An Equal Opportunity Employer

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS: \_\_\_\_\_  
(Address) (City) (State) (Zip)

TELEPHONE NUMBER WHERE YOU MAY BE REACHED: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVER'S LICENSE: \_\_\_\_\_  
(State Issued) (License Number) (Expiration Date) (Type)

E-MAIL ADDRESS: \_\_\_\_\_

Interested in: Part-Time  Full-Time  Salary Desired: \_\_\_\_\_

Is there any information regarding your name, or use of another name that we will need to check your work record? If so, please specify: \_\_\_\_\_

Do you have any relatives who are presently (or have formerly been) employed by the Village of Silverton? If so, please list their name and relationship: \_\_\_\_\_

Have you ever been convicted of a felony, theft or drug offense (including adjudications of guilt and pleas of no contest)?  no  yes If yes: list where, for what, and give dates: \_\_\_\_\_

Date available to begin work? \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ Are you a resident of Ohio? \_\_\_\_\_

Have you served in the military? \_\_\_\_\_ If yes, what type of discharge? \_\_\_\_\_

# Employment Record:

Please list your last three positions, starting with the most recent.

1) \_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone  
\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Position Held/Duties  
\_\_\_\_\_  
Supervisors Name  
\_\_\_\_\_  
Dates Employed  
\_\_\_\_\_  
Beginning Wage/Salary    Ending Wage/Salary  
\_\_\_\_\_

2) \_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone  
\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Position Held/Duties  
\_\_\_\_\_  
Supervisors Name  
\_\_\_\_\_  
Dates Employed  
\_\_\_\_\_  
Beginning Wage/Salary    Ending Wage/Salary  
\_\_\_\_\_

3) \_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone  
\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Position Held/Duties  
\_\_\_\_\_  
Supervisors Name  
\_\_\_\_\_  
Dates Employed  
\_\_\_\_\_  
Beginning Wage/Salary    Ending Wage/Salary  
\_\_\_\_\_

**NOTE:** We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

\_\_\_\_\_  
Employer's Name/Company

\_\_\_\_\_  
Reason

\_\_\_\_\_  
Employer's Name/Company

\_\_\_\_\_  
Reason

**LIST ANY LICENSES OR PROFESSIONAL CERTIFICATES YOU HOLD THAT ARE APPLICABLE TO THIS POSITION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Educational Background:

	School Name/ City, State	Years Completed	Did you graduate?	Type of Degree
High School:				
City, State:				
College:				
Minor:				
Major:				
City, State:				
Graduate School:				
City, State:				
Technical Training:				
City, State:				

Please list three references who are unrelated to you that you have known for at least one year:

Name _____	Relationship _____
Address _____	Phone # _____
Name _____	Relationship _____
Address _____	Phone # _____
Name _____	Relationship _____
Address _____	Phone # _____

# Application Statement:

I hereby certify that all responses set forth during my employment application process are true and complete. My signature also authorizes the Village of Silverton or its authorized agents to conduct a thorough investigation of all statements, written and oral, made by me during the employment application process, including without limitation, information concerning my prior employment positions, criminal background and educational background. I hereby authorize all persons, companies or other entities connected with any such information request, including without limitation prior employers, educational institutions, and law enforcement agencies, to provide any and all information and/or records they may have regarding me or my employment. I release and agree to indemnify the Village of Silverton, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of such an investigation including, without limitation, any liability for furnishing information or for taking any action based on the information provided.

I understand and agree that any falsification, misrepresentation, or omission, either on the employment application form or in my responses to questions asked during the interviewing or application process, may disqualify me from further consideration for employment, or if employed by the Village of Silverton, will subject me to immediate discharge whenever the falsification or omission is discovered. In this regard, where an item is left blank on the employment application it is because there is no information within its scope.

I understand that the Village of Silverton has a policy against the possession, use, sale or transfer of drugs or alcohol by its employment applicants and employees. I further understand that the Village of Silverton is committed to a drug free workforce and has adopted a drug and alcohol testing program as one method of implementing that policy.

initials \_\_\_\_\_

I hereby consent to the taking of hair, urine, blood or breath samples by the Village of Silverton or its agents for the purposes of the above drug and alcohol testing program and to the testing of samples by a laboratory designated by the Village of Silverton. I release and discharge the Village of Silverton and its officers and agents from any claim, damage, or liability relating to the testing process and procedures, including the sample gathering, the analysis, and disclosure of the results, or any decisions or action taken based upon the results.

I hereby further consent to the release of any test reports on such samples or other related information from the laboratory to the Village Manager of the Village of Silverton and to the use of all such reports or other information by the Village of Silverton in its assessment of my employment application and/or employment status.

If I should refuse to cooperate in the testing process or procedures, or should the test results be positive, my application for employment will be justifiably rejected. Furthermore, if employed, I understand that the Village of Silverton requires as a condition of continued employment that its employees comply and fully cooperate with its drug and alcohol policy.

I certify that I am a citizen of the United States, or, if not, I can provide required documentation permitting me to work in the United States.

I also give my consent, if reasonable suspicion exists, to physical searches of myself, my lunch box, car, locker, any package or purse in or on Village property, whether or not such items are locked.

If an investigative consumer reporting agency is engaged to report on my credit and personal history, authorization is hereby granted to do so. If a report is obtained, the name of the agency will be provided, at my request, so that I may obtain from them the nature and substance of the information contained in the report.

I understand and agree that nothing contained in the Village of Silverton's employment application or in the granting or conducting of an interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or is intended to constitute or to create a contract or promise between me and the Village of Silverton for employment, hours of work, or for the providing of benefits. Moreover, I acknowledge that the Village of Silverton may modify, revoke, suspend, terminate or change any or all of its plans, policies, or procedures at any time, without prior notice. No promises regarding employment have been made to me and I understand and agree that no such promise or guarantee is binding on the Village of Silverton unless they are expressed promises, made in writing, and signed by the Village Manager.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (Print)