

Village of Bethel

120 N Main St
Bethel, Ohio 45106
(513) 734-2243
(513) 734-3112 Fax

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, or disability.

PERSONAL INFORMATION

Name: _____ SS#: _____
Last First Middle

Address: _____
Mailing Address City State Zip Code

Home Telephone: (_____) _____ Other Telephone: (_____) _____

Have you ever been employed by the Village of Bethel? Yes No
If yes, please provide dates previously worked and position(s) held: _____

Have you ever been convicted of a felony? Yes No
If yes, please provide date, place, and charge: _____

JOB INTEREST

Position of Interest: _____

Date Applied: _____ Approximate Date of Availability: _____

EDUCATION

Circle highest level accomplished (elementary and secondary): 1 2 3 4 5 6 7 8 9 10 11 12

Circle highest level accomplished: College Undergraduate: 1 2 3 4 Graduate School: 1 2 3 4

| Type of School | Name & Location of School | Degree | Area of Study |
|---|---------------------------|--|---------------|
| High School | | Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No or G.E.D.: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College, University, Business, Technical, Vocational, or Military Academy | | Dates Attended (Mo./Yr. To Mo./Yr.): Degree: | |
| Graduate or Professional School | | Dates Attended (Mo./Yr. To Mo./Yr.): Degree: | |

Are you currently enrolled in an educational program? Yes No If yes, what is your main course of study and where are you attending? _____

LICENSES, CERTIFICATIONS, REGISTRATIONS

I possess: a valid Driver's License _____ a valid Commercial Driver's License _____
please list state and number please list state and number

| Professional/Technical Licenses and Registrations | | | |
|---|-------|--------|--------------------------|
| Type | State | Number | Expiration Date (if any) |
| | | | |
| | | | |

MILITARY SERVICE

Were you in the U.S. Armed Forces: Yes No If yes, what branch? _____

Dates of Services: From: _____ to _____ Rank: _____

Technical Specialization: _____

AWARDS, HONORS, ACHIEVEMENTS, INTERESTS

Please list any awards, honors, achievements, volunteer or community services activities, special interests, hobbies, or any organizations of which you are/have been a member. Please indicate any positions of leadership previously/currently held.

TRAINING AND OTHER QUALIFICATIONS

Please list any training you feel is relevant to the position for which you are applying:

| Subject Area of Training | Organization Providing Training | Year Training Received |
|--------------------------|---------------------------------|------------------------|
| | | |
| | | |
| | | |

Please use this area to briefly describe any additional information or special qualifications you have for the position for which you are applying. Please be sure to include any special machinery, office equipment, software, tools, vehicles, or other job-related items.

EXPERIENCE

List your work experience starting with your current/most recent employer. Please include all employment whether full-time, part-time, seasonal, or temporary during the past ten years. You may include additional experience beyond the past ten years if you desire and you are encouraged to do so if it is related to the employment you are seeking. You may attach additional pages, if necessary. Please not use a resume as a substitute for completing this section; however, you may attach a resume to supplement the information contained within this employment application.

Current/Most Recent Employer: _____

Address: _____
Code Mailing Address City State Zip

Supervisor's Name: _____ Phone Number:(_____)_____

Position Held: _____ Salary: _____

Dates of Employment: _____ to _____ Type of Employment: Full-Time Part-Time Seasonal/Temporary

Description of duties and responsibilities:

Reason for Leaving:

The Village of Bethel may contact former employers. If you prefer that we do not contact your present employer until such time as a conditional offer of employment is made, please check this block:

Previous Employer: _____

Address: _____
Code Mailing Address City State Zip

Supervisor's Name: _____ Phone Number:(_____)_____

Position Held: _____ Salary: _____

Dates of Employment: _____ to _____ Type of Employment: Full-Time Part-Time Seasonal/Temporary

Description of duties and responsibilities:

Reason for Leaving:

EXPERIENCE (continued)

Previous Employer: _____

Address: _____
Code Mailing Address City State Zip

Supervisor's Name: _____ Phone Number: (____) _____

Position Held: _____ Salary: _____

Dates of Employment: _____ to _____ Type of Employment: Full-Time Part-Time Seasonal/Temporary

Description of duties and responsibilities:

Reason for Leaving:

Previous Employer: _____

Address: _____
Code Mailing Address City State Zip

Supervisor's Name: _____ Phone Number: (____) _____

Position Held: _____ Salary: _____

Dates of Employment: _____ to _____ Type of Employment: Full-Time Part-Time Seasonal/Temporary

Description of duties and responsibilities:

Reason for Leaving:

REFERENCES

Please list three individuals, other than relatives, whom we may contact as references regarding your character, ability, or experience.

| Name | Home Phone Number (with area code) | Work Phone Number (with area code) | Type of Reference (personal, professional, educational, etc.) |
|-------------|---|---|--|
| | | | |
| | | | |
| | | | |

CERTIFICATION AND STATEMENT OF UNDERSTANDING

I certify that all of the information furnished in this employment application and its addenda is true and complete to the best of my knowledge. I understand that the Village of Bethel may investigate the information I have furnished and I realize that any misrepresentation or false information in this application and its addenda may lead to withdrawal of any employment offer or termination after employment.

Signature: _____

Date: _____

ACKNOWLEDGEMENT & RELEASE

(Please read thoroughly before signing.)

I hereby acknowledge that I, voluntarily and of my own free will, have applied for employment with the Village of Bethel with the understanding that the Village may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures may include, but are not limited to, interviews, criminal record checks, driving record checks, polygraph examinations, written testing, reference checks, background investigations, psychological evaluations, medical examinations, and drug testing. I hereby understand that I would not be required to actually participate in a psychological evaluation, medical examination, or drug test until after I have received a conditional offer of employment. I also acknowledge that I may also be subject to other screening procedures, not specifically listed above. I further acknowledge that any such screening procedures, as reasonably required by the Village of Bethel, are a prerequisite to my appointment to a position with the Village of Bethel.

In addition, I also hereby understand that the Village of Bethel cannot guarantee the confidentiality of the results of, or information obtained through, the aforementioned screening procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment-related documents, with the exception of medical records, maintained by the Village relative to the aforementioned screening procedures do not appear to fall within any of the enumerated exceptions.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Village of Bethel is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time for any reason, except as otherwise determined by the Charter and Ordinances of the Village of Bethel or applicable law. It is further understood that this "at will" employment relationship may not be changed by any written document or contract unless such change is specifically acknowledged in writing by the authorized executive of the Village.

Therefore, in consideration of my employment application being reviewed and considered by the Village of Bethel I, being at least 18 years of age and under no legal disability on behalf of my heirs and assigns, hereby release and agree to hold harmless, the Village of Bethel and any of its agents, employees, or related officials from any and all liability, whatever the type and nature, resulting from the administration of any such screening procedures and/or the release of the results therefrom.

Signature of Candidate:

Date:

Signature of Witness:

Date:
