

How did you hear about this position?

- Employee Referral
- Internet
- Job Posting
- Newspaper
- Walk In
- Other _____

**If employee Referral,
employee name**

1. Have you ever been employed by the Village of Woodmere prior to this application? [] Yes [] No

If yes, Under what name? _____ Position held? _____ Dates? _____
From – To

2. Does the Village of Woodmere employ any relative (by blood/marriage) or cohabitant of yours? [] Yes [] No

If yes, Name _____ Relationship _____ Department where they work _____

3. Are you legally eligible for employment in the United States? [] Yes [] No

4. Are you at least 18 years of age? [] Yes [] No

Have you ever served in the military? [] Yes [] No If yes, branch of service _____

Service from ____/____/____ To ____/____/____

Highest Rank achieved _____

REFERENCES

List two professional references who have knowledge of your work history. Do not list relatives, friends, or personal references.

1. Name: _____ Employer's Name: _____

Business Relationship: _____ Years known _____

Phone # _____

2. Name: _____ Employer's Name: _____

Business Relationship: _____ Years known _____

Phone # _____

EDUCATION

Depending on the position sought, you may be required to provide a copy of your high school or college transcript/degree and/or professional registration. Give dates of attendance, type of degree, and major/minor. Be sure to answer, "HAVE YOU GRADUATED?" List all technical and/or trade courses or programs you have completed.

Please check highest level of education:

- | | |
|--|--|
| <input type="checkbox"/> Some High School <input type="checkbox"/> High School Graduate or GED <input type="checkbox"/> Some College <input type="checkbox"/> AA or AS Degree | <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate Degree <input type="checkbox"/> Other Training |
|--|--|

| Name/City/State | Dates Attended | | Have you Graduated? Yes/No | Type of Degree | List Major/Minor |
|----------------------------|----------------|-------------|-------------------------------|----------------|------------------|
| | From Mo/Yr | To Mo/Yr | | | |
| High School | | | | | |
| College/University | | | | | |
| Graduate Studies | | | | | |
| Technical/Vocational/Other | | | | | |

List any other applicable courses, seminars, workshops that relate to the position(s) you are applying for__

List any certificates, competency cards, or trade licenses related to the position(s) you are applying for: _

List any other skills/experience that relates to the position(s) you are applying for:

PREVIOUS EMPLOYMENT

Please give complete name and address of all employers including military employment. Dates of employment, salary history, name and phone number of immediate supervisor must be included. **A resume may be attached as a supplement, however, you must complete all information requested on the application.**

Falsification of a work history will result in disqualification of an applicant for employment. Please answer each question accurately.

Begin with your current or most recent employer and list all previous employers in chronological order. Also, account for all periods of unemployment.

Are you currently employed? [] Yes [] No

May the Village contact your current employer? [] Yes [] No If no, please give reason _____

In the last three (3) years of employment, did you receive any written warnings or disciplinary actions from any of your employers? [] Yes [] No **If yes**, give name of employer and reason: _____

| | | | | |
|---|---|-------------------------------|-------------|--------------|
| EMPLOYER # 1 | Please Print | Dates of Employment | | |
| Hrs/Week:[] Full-Time <input type="checkbox"/> Temp <input type="checkbox"/> | P/T <input type="checkbox"/> Volunteer <input type="checkbox"/> | From Mo/Yr | To Mo/Yr | |
| Employer Name: | | | | |
| Address: | | City: | State: | Zip: Phone#: |
| Job Title: | | Supervisor (Name & Title): | | |
| Reason for Leaving: | | | | |
| Description of Duties: | | | | |
| May we contact for a reference? [] Yes [] No | | Starting: Rate/Salary Ending: | | |

| | | | | |
|---|---|-------------------------------|-------------|--------------|
| EMPLOYER # 2 | Please Print | Dates of Employment | | |
| Hrs/Week:[] Full-Time <input type="checkbox"/> Temp <input type="checkbox"/> | P/T <input type="checkbox"/> Volunteer <input type="checkbox"/> | From Mo/Yr | To Mo/Yr | |
| Employer Name: | | | | |
| Address: | | City: | State: | Zip: Phone#: |
| Job Title: | | Supervisor (Name & Title): | | |
| Reason for Leaving: | | | | |
| Description of Duties: | | | | |
| May we contact for a reference? [] Yes [] No | | Starting: Rate/Salary Ending: | | |

| | | | | |
|---|------------------------------------|--------------------------------|-------------|--------------|
| EMPLOYER #3 | Please Print | Dates of Employment From To | | |
| Hrs/Week:[] Full-Time <input type="checkbox"/> | P/T <input type="checkbox"/> | Mo/Yr | Mo/Yr | |
| Temp <input type="checkbox"/> | Volunteer <input type="checkbox"/> | | | |
| Employer Name: | | | | |
| Address: | | City: | State: | Zip: Phone#: |
| Job Title: | | Supervisor (Name & Title): | | |
| Reason for Leaving: | | | | |
| Description of Duties: | | | | |
| May we contact for a reference? [] Yes [] No | | Starting: | Rate/Salary | Ending: |

Please complete this section only if you are applying for a job that requires the operation of a motor vehicle. It is essential that you answer the following questions accurately.

Do you currently have a valid driver's license? [] Yes [] No

State Issued _____ License Number _____ Expiration Date _____

Do you currently have a valid commercial driver's license? [] Yes [] No

State Issued _____ License Number _____ Expiration Date _____

Please list all States other than Ohio that issued a driver's license to you in the past ten (10) years:

Has your driver's license been suspended or revoked in the past ten (10) years? [] Yes [] No

If yes, please explain _____

Please describe the accidents that you have been involved in over the past ten (10) years regardless of severity: _____

Please list below all traffic violations for which you have been convicted in the past five (5) years. Do not include parking violations. Please attach additional page(s) if necessary:

Date of Violation _____ Type of Violation _____

Name and Location of Court _____

Date of Conviction _____ Disposition and Fine _____

Date of Violation _____ Type of Violation _____

Name and Location of Court _____

Date of Conviction _____ Disposition and Fine _____

Can you perform the essential functions of the position(s) for which you are applying, with or without reasonable accommodation? [] Yes [] No

Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The information provided in this Employment Application is true and complete. The Village may terminate my employment for any false or misleading statements or omissions in this application, whenever they may be discovered.

If I receive an offer of employment, I authorize a medical examination, including a drug screen, by an examiner selected by the Village. I understand that any offer of employment may be contingent upon such medical examination and a background check.

I acknowledge that, if hired, my employment is for no definite period and may be terminated at any time with or without cause, by either me or the Village. I understand that this cannot be changed except in a writing signed by the Village Manager that states it is intended to make that change. Anything said or implied to the contrary is not binding on the Village.

Date: _____ Signature: _____

Printed name

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize any reference, school, former employer, military or other person to disclose to the Village, upon request, any information they may have about me and I release them from all liability for disclosing such information. **(If you are applying for a Firefighter position you must have your signature Notarized).**

Date: _____ Signature: _____

FIRE APPLICANTS ONLY

Notary Signature _____ Date _____

My Commission expires _____

Also for Fire Applicants Only, you will need to submit the following along with this application to be considered:

1. Copy of Driver's License
2. Copy of Birth Certificate
3. Recent Photo
4. Copy of High School Diploma
5. Copy of Firefighter II, EMT or Paramedic Certifications
6. Resume
7. Copy of Military Discharge

**AUTHORIZATION AND DISCLOSURE OF CONSUMER REPORT
AND INVESTIGATIVE CONSUMER REPORT
UNDER THE FAIR CREDIT REPORTING ACT**

The Village may obtain or cause to be prepared consumer reports for employment purposes. It may be an investigative consumer report which is obtained through personal interviews and might include information as to your character, general reputation, personal characteristics and mode of living.

You may make a written request, within a reasonable period of time, for a disclosure of the nature and scope of any investigative consumer report we have requested.

If you consent to our obtaining a consumer report or investigative consumer report, sign and date below. We will not process your application until this is signed.

* * *

I authorize the Village to obtain or cause to be prepared consumer reports, and investigative consumer reports, about me for employment purposes. I understand that in obtaining such consumer reports and investigative consumer reports, a consumer reporting agency may be used, and I authorize such use. This authorization and disclosure will remain effective for the duration of my employment, if I am hired.

I have received a copy of this authorization and disclosure.

Date

Signature

Printed name

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, ancestry or the presence of a non-job-related medical condition or disability.

The Village of Woodmere complies with EEO/ADA guidelines and is a drug-free workplace.

THE VILLAGE OF WOODMERE EEO SURVEY

THIS INFORMATION WILL NOT BE USED TO EVALUATE YOUR APPLICATION.

The following information is requested for Equal Employment Opportunity (EEO) record keeping and reporting compliance purposes only as specified by Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Section 709(c). This information will NOT be kept with your application for employment, and will **NOT** be used in making employment decisions and because we remove this information from your application. This information is **voluntary** and will be detached from the application upon receipt in the Department of Human Resources.

Please Print

Date of Application: _____

1. **Position Applied For:** _____ **Position Req #:** _____
2. **Position Applied For:** _____ **Position Req #:** _____

Name: _____

Sex: (*Check One*) _____ Male _____ Female

Race/Ethnic Categories (*Check Only One*)

- | | |
|--|---|
| <input type="checkbox"/> Black/African American, not of Hispanic/Latino Origin | <input type="checkbox"/> White, not of Hispanic/Latino Origin |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Asian |
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Native Hawaiian/Other Pacific Islander |

Categories and Definitions

- **American Indian or Alaska Native.** A person descending from any of the original peoples of North American or South American (including Central America) who possesses ¼ degree of documented tribal descendancy or is enrolled with a federally or state recognized tribe, or is recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.
- **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
- **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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