



INCORPORATED 1855

VILLAGE of GLENDALE

GLENDALE, OHIO 45246

30 Village Square
Glendale, Ohio 45246
(513) 771-7200
glendale@glendaleohio.org

Application for Employment

Instructions: Please print and complete all questions.

Applicant Identification:

Date ____/____/____

Name _____
Last First Middle

Address _____
Street

City State Zip Code

Phone (____) _____ (____) _____ Are you at least 18 years of age? Yes No
Home Business

Are there any other names under which your employment or educational records, references, and other information in the application may be verified? If so, list _____

If hired, can you furnish proof that you are authorized to work in the U.S.? Yes No

Type of Employment Desired:

Position _____ Date you could begin working ____/____/____

Preferred Shift _____ Desired Starting Salary _____

Applying for Full-time Part-time/Hours _____ Temporary

Education:

Name & Address of High School _____ Did you graduate? Yes No

Name & Address of Colleges/Trade Schools	Majors	GPA	Degree(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Instructions: Please print and list every position that you have held for the past ten years starting with your present or most recent position. (Account for all periods of unemployment.) If you require additional space to detail your employment history, please request an Employment History Attachment from the Village of Glendale’s Human Resources Representative.

Employment Background: Present or most recent position.

Employer:	
Address: Street City State Zip	Phone:
	Employed From (Mo/Yr)
Name and Title of Supervisor:	Employed To (Mo/Yr)
Your last position and duties:	Total Months
	Starting Base Pay
Your starting position and duties:	Ending Base Pay
	Reason for Leaving
Other Compensation (give detail on current commissions, incentives, bonuses, etc.)	

Employment Background: Previous position.

Employer:	
Address: Street City State Zip	Phone:
	Employed From (Mo/Yr)
Name and Title of Supervisor:	Employed To (Mo/Yr)
Your last position and duties:	Total Months
	Starting Base Pay
Your starting position and duties:	Ending Base Pay
	Reason for Leaving
Other Compensation (give detail on current commissions, incentives, bonuses, etc.)	

Employment Background: Previous position.

Employer:	
Address: Street City State Zip	Phone:
	Employed From (Mo/Yr)
Name and Title of Supervisor:	Employed To (Mo/Yr)
Your last position and duties:	Total Months
	Starting Base Pay
Your starting position and duties:	Ending Base Pay
	Reason for Leaving
Other Compensation (give detail on current commissions, incentives, bonuses, etc.)	

References: List individuals who can attest to your professional abilities/work accomplishments. (Do not include individuals listed in Employment Background section.)

Name	Address	Business Phone	Position or Relationship
_____	_____	(____)_____	_____
_____	_____	(____)_____	_____
_____	_____	(____)_____	_____

Additional Information:

Have you ever been employed by the Village of Glendale? Yes No If yes, give dates and location

Do you have relatives employed by the Village of Glendale? Yes No If yes, give name(s) and position(s)

EEO Policy:

Village of Glendale maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operations. In compliance with federal and state laws, Village of Glendale hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, gender identity, sexual orientation, pregnancy, age, religion, citizenship, national origin, disability, or genetic information.

Certifications:

I understand and agree that this application is not a contract and does not guarantee that I will be considered further in the hiring process or given an offer of employment. I also understand that if I am the successful candidate, my acceptance of any offer of employment is on an at-will basis.

I also certify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief and I understand that any misrepresentation or omission of material fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

I certify that I have read, understand and will adhere to the statements above.

Signature

Date

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

In consideration of my employment, I agree to conform to the policies and procedures of the Village of Glendale. I understand that in accepting this application, the Village of Glendale is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.

I understand that this application will be kept on file for one year from the date completed, after which time I would have to reapply in accordance with established Village of Glendale procedures.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information or significant omissions on either this application or during the pre-employment process will result in my application being rejected, or, may be cause for subsequent dismissal if I am hired.

I also understand that any offer of employment is conditioned on pre-employment procedures, which includes a background check, tests and documentation. I will, upon request, sign all necessary consent and authorization and release forms. I voluntarily and knowingly authorize the Village of Glendale and/or its agents to verify any aspect of the information contained in my employment application or through public and private sources, authorize any third party organization to perform a consumer report and background investigation. I also authorize and consent any companies, schools or persons listed on this application (or accompanying resume) to give any information regarding my employment, qualifications and character to the Village of Glendale. I understand that the employment information may include, but is not limited to, performance evaluation and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless you, your agents and any former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability demands, causes of action, damages, or costs, including attorney's fees present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of any such information to you, your agents, or consumer reporting agency.

I understand that I may be required to take a drug test as a part of the application process, as a condition of employment or at any time during employment. I may also be required to take and pass a physical exam if I am selected for employment and before beginning employment.

I agree that any claim or lawsuit relating to my service with the Village of Glendale must be filed no more than twelve (12) months after the date of the action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

I have read and understand the contents of this employment application and am fully able and competent to complete it.

Date	Signature
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER

VILLAGE OF GLENDALE
APPLICANT RELEASE FORM

I, _____ DOB _____ SSN _____, presently residing at _____ have applied for the position of _____ with the Village of Glendale. I have been advised by, _____ an employee of the Village of Glendale and am fully aware that they will be conducting a thorough investigation of my background to determine my suitability for this employment. I realize that in conducting this background investigation, officers of the Glendale Police Department will be making inquiries with officials and records offices of schools which I have attended, physicians or other persons who may have examined or attended me for any physical or other type of illness or injury; credit bureaus and/or financial standing; present and previous employers; and other persons who may be able to provide information about me which the Glendale Police Department desires. I authorize the Glendale Police Department to conduct a complete criminal history and driving record inquiry/investigation to further determine my fitness for this position.

I hereby waive all provisions of law forbidding any physician or other person who has examined/attended me, or any other school official, court, police agency, credit bureau, employer, military, firm or person from disclosing any knowledge or information they have concerning me which is requested or desired by the Village of Glendale. I hereby give consent and request that any such person disclose any knowledge or information they have regarding me to the Chief of Police of the Village of Glendale or his representative. I further consent and request that the Chief of the Glendale Police Department or his representatives be provided with a copy of any such records concerning me which they desire.

Signed and executed this _____ day of _____, 20_____

Signature of Applicant

Signed and executed in my presence: _____

Witness