

ORANGE VILLAGE SERVICE DEPARTMENT
4680 Lander Road
Orange Village, Ohio 44022

APPLICATION FOR EMPLOYMENT

*ORANGE VILLAGE is an **Equal Opportunity Employer** and complies with Federal, State and local equal employment opportunity laws. Qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, marital status, military status, disability or any other protected basis.*

ANY FALSE STATEMENT OR ALTERATION OF A CERTIFICATE, OR THE PRESENTATION TO ORANGE VILLAGE OF A PAPER CONTAINING SUCH FALSE STATEMENT OR ALTERATION, WILL DISQUALIFY THE APPLICANT FOR EMPLOYMENT AND, IF THE APPLICANT IS HIRED AND THE FALSIFICATION OR ALTERATION IS DISCOVERED AT ANY TIME DURING THE EMPLOYEE'S EMPLOYMENT, THE EMPLOYEE WILL BE TERMINATED FROM EMPLOYMENT.

Please print all answers. This Application will not be considered unless fully completed and signed.

PERSONAL INFORMATION

Name (Last Name, First Name, Middle Initial)		Date: Date you can start:
Current Home Address: Street City, State, Zip Code		
How long at current address?		
If less than 5 years at this address provide all addresses for past five years: <u>Street</u> <u>City, State, Zip Code</u>		
Telephone Number Home: Cell: Other: Best time and number to reach you:	Are you at least 18 years of age? ☐ Yes ☐ No	
Have you ever worked for, or applied for work with, Orange Village? ☐ Yes ☐ No		
If yes, provide details, including application date and position applied for, original date of employment and reason for leaving.		

Can you, upon employment submit documented verification that you are a citizen of the United States or that you have legally declared your intention of becoming a United States citizen and that you have legal right to work in the United States and documentation verifying your ☐ ntity? ☐ Yes ☐ No Only U.S. citizens or individuals who are legally entitled to work in the United States and who have declared an intention of becoming a United States citizen are eligible for employment.
How did you learn of this position?

EMPLOYMENT INTERESTS/ SKILLS

Position(s) for which you are applying (Please be specific)	Date available for work: Full Time ☐ Regular ☐ Part Time ☐ Temporary ☐
Are there any hours, shifts or days you cannot or will not work? ☐ Yes ☐ No If yes, indicate the hours, shifts or days you cannot or will not work:	
Will you work overtime if required? ☐ Yes ☐ No	
Do you have or can you get a valid driver's license? ☐ Yes ☐ No	

SPECIALIZED SKILLS

Are there any special skills, training, licenses, certificates, or qualifications that you have that would benefit Orange Village with your employment?

EDUCATION

SCHOOL	NAME	LOCATION	LAST GRADE COMPLETED	DIPLOMA/ DEGREE	COURSE/ MAJOR
Elementary					
High School					
College Major					
Other (GED, vocational or other training)					

EMPLOYMENT HISTORY

Please list **ALL JOBS** since high school, beginning with your present or last employer. A following section asks questions about periods of employment. Account for ALL time periods, including UNEMPLOYMENT, SELF-EMPLOYMENT, U.S. MILITARY SERVICE. If space is insufficient, list on a separate page or additional application form.

EMPLOYER:	PHONE:	Position
Address	City, State, Zip	Supervisor's Name
Duties		Starting Salary/Wages
		Final Salary/Wages
Reason for leaving	From	To
EMPLOYER:	PHONE:	Position
Address	City, State, Zip	Supervisor's Name
Duties		Starting Salary/Wages
		Final Salary/Wages
Reason for leaving	From	To
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Duties		Starting Salary/Wages
		Final Salary/Wages
Reason for leaving	From	To

MILITARY

Branch of Service	From	To	Rank & Duties	Date Discharged

Type of job in Military: _____

Type of discharge: Honorable__ Dishonorable__ Other____ Explain:

List any Medals, honors or awards you have received: _____

ADDITIONAL INQUIRIES CONCERNING EMPLOYMENT

May we contact your present employer? ☐ Yes ☐ No May we contact your previous employer(s)? ☐ Yes ☐ No
Please explain any exceptions and reasons for not contacting.
In order to permit a check of your work and education records, should we be made aware of any change of name or assumed name that you previously used? ☐ Yes ☐ No If "yes", identify name(s) and relevant dates.
Have you ever been discharged or asked to resign from any employment? ☐ Yes ☐ No If "yes," please state when and where employed and the reason for your discharge or forced resignation in each case.
Have you ever experienced any periods of unemployment since High School? ☐ Yes ☐ No If yes, please provide dates and what you were doing during that time.
Will you be able to meet the attendance requirements of the job you are applying for? ☐ Yes ☐ No If no, please explain.
Are you related by blood or marriage to any current Village employee or elected official? ☐ Yes ☐ No Do you cohabitate with any current Village employee or elected official? ☐ Yes ☐ No If yes, please identify the name of the employee or elected official.

PERSONAL REFERENCES – Please list three references *who are not relatives, elected officials or employers who have knowledge of your character, experience or ability. Students or recent graduates may provide names of professors or instructors who are familiar with their qualifications.*

NAME	ADDRESS	OCCUPATION	YEARS KNOWN	TELEPHONE

PERSONAL SUMMARY

In this section, the Orange Village Service Department would like you to tell us why you applied here and why you would be an asset to our department.

APPLICANT STATEMENT

I understand that the information provided on this Application (and accompanying resume, if any) must be true and complete to the best of my knowledge. I also understand that any false information or omission may disqualify me from further consideration of employment and may result in my dismissal if discovered at a later date. I certify that all information I have provided in order to apply for and secure employment with Orange Village is true, complete and accurate.

I authorize the investigation of my past employment and relevant activities and all statements contained in this Application (and accompanying resume, if any). I also authorize Orange Village to contact my references and any current or past employers, except as otherwise noted on this Application, to obtain information concerning my experience, education, and personal character, and I release the Orange Village from any liability related to such investigation.

I authorize any person, school, current employer, past employer(s), and organizations named in this Application (and accompanying resume, if any) to provide Orange Village with any relevant information and opinion that may be useful to Orange Village in its consideration of my Application, and I release them from any liability related to the provision of such information.

If an employment relationship is established, I understand that I must comply with Village ordinances, policies, rules and procedures as are implemented from time to time and that the Village may add to, delete or revise these ordinances, policies, rules and procedures at any time.

I understand and agree that, if hired, my employment is for no definite period of time, and may be terminated at will by me or by Orange Village at any time, for any reason. However, I also understand that some employees' terms and conditions of employment may be governed by a collective bargaining agreement. If there should be a conflict between any language contained in this Application and the applicable collective bargaining agreement, all conflicts will be resolved in favor of the language contained in the collective bargaining agreement.

My signature below certifies that this Application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature of Applicant

Date

ORANGE VILLAGE
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DISCLOSURE FORM

As part of our procedure for processing applications for employment (including contract for services with you) we may conduct an investigation into your background. The investigative background inquiries may include consumer reports, investigative consumer reports, criminal, driving and other reports. These reports may include information as to your character, credit worthiness, general reputation, personal characteristics, mode of living, work habits, performance, and experience along with reasons for termination of past employment from previous employers. Information may be requested from various federal, state and other agencies which maintain records concerning you activities relating to driving, credit, criminal, civil and other experiences as well as claims from the files of insurance companies.

This document is notice to you that we may obtain this information as part of your pre-employment background check and at any time during your employment. You have the right to demand a complete and accurate disclosure of the nature and scope of the information requested and a procedure is available in the event you dispute the information.

AUTHORIZATION

Please read the following and indicate your agreement by completing the form below.

I authorize all persons, investigative agencies, business organizations, schools, companies, credit bureaus and law enforcement agencies to supply Orange Village and/or its agents with an investigative consumer report containing any information concerning me or my background. I understand that this information will be used, in part, to determine my eligibility for employment and/or to determine my eligibility for continued employment with the Orange Village. If hired, this authorization shall remain on file and shall serve as ongoing authorization for the Orange Village, with or without notice to me, to obtain consumer reports, including but not limited to, criminal proceedings, at any time during my employment.

I hereby release and forever discharge Orange Village, its elected officials, officers, directors, members, employees, agents, and personnel from any liability and responsibility, damages and claims of any kind whatsoever arising from the investigation of my background in connection with my Application and/or continued employment. I hereby agree to hold the Orange Village harmless and to indemnify it from any such causes of action, liabilities or claims that might arise in the future by any party claiming by, under or through me.

Print Full Name: _____

Social Security Number: _____ **DOB:*** _____

Current Address: _____
(Street) (City) (State) (Zip)

Driver's License Number: _____ **State:** _____

Applicant's Signature: _____ **Date:** _____

Prospective Employer: _____

*Date of birth is being requested in order to obtain accurate retrieval of records.