



APPLICATION FOR EMPLOYMENT
Village of Elmore
An Equal Opportunity Employer
www.village.elmore.oh.us

344 Rice St.
P.O. Box 3
Elmore, OH
43416
419-862-3362

PLEASE PRINT

Date Application Received _____

Name _____
Last First Middle

Address _____

Telephone Number _____ Email _____

Have you filed an application with Village previously? _____ Yes _____ No

If yes, date and position _____

Are you employed now? _____ Yes _____ No

May we contact your present employer? _____ Yes _____ No

Are you prevented from lawfully becoming employed in the United States because of visa or immigration status? _____ Yes _____ No

On what date would you be available to work? _____

Are you available to work _____ Full Time _____ Part Time _____ Seasonal

Are you on a lay-off, subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex or national origin) _____

Please give the name, address and phone number of three references who are not related to you and are not previous employers.

Education

High School

College/University

Other

Check Years Completed

9 10 11 12

1 2 3 4

School Name _____

Diploma/Degree _____

Course of Study _____

Describe Specialized Training _____

Licenses/Certificates _____

Apprenticeship _____

Skills/Extra Curricular Activities _____

Honors Received _____

State any additional information you feel may be helpful to us in considering your application, including computer or similar skills _____

Do you presently hold a valid State of Ohio driver's license? _____ Yes _____ No

If yes, type of license _____ Operator's _____ Commercial

_____ CDL Class

_____ CDL Endorsements

Employment Experience

Start with you present or last job; include military service assignments and volunteer activities, excluding organization names, which indicate color, race, religion, sex, or natural origin.

Employer _____ Telephone Number _____

Address _____

Dates Employed From _____ To _____

Work Performed _____

Job Title _____ Supervisor _____

Reason for Leaving _____

Employer _____ Telephone Number _____

Address _____

Dates Employed From _____ To _____

Work Performed _____

Job Title _____ Supervisor _____

Reason for Leaving _____

Employer _____ Telephone Number _____

Address _____

Dates Employed From _____ To _____

Work Performed _____

Job Title _____ Supervisor _____

Reason for Leaving _____

Employer _____ Telephone Number _____

Address _____

Dates Employed From _____ To _____

Work Performed _____

Job Title _____ Supervisor _____

Reason for Leaving _____

Special Skills and Qualifications

Summarize any special skills and qualifications acquired from employment or other experience:

Do you have any relatives working for the Village? _____

Who should be notified in the event of an emergency?

Name _____ Telephone Number _____

Address _____

Position(s) Applied For _____

Rate of Pay Expected _____

Referral Source: _____ Newspaper _____ Friend _____ Social Media
 _____ Walk-In _____ Employment Agency _____ Other

Applicant's Statement

I certify that the answers herein are true and compete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I further authorize all individuals and organizations named or referred to in this application and hereby release any law enforcement organization to give Elmore all information relative to such verification and hereby release such individuals, organizations and Elmore from any and all liability for any claim or damage resulting therefrom. In understand this application is not, and is not intended to be, a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules, regulations, and personnel policies of the Village.

Applicant Signature

Date

**Completed applications, along with or without a current resume, can be mailed, faxed, or emailed to:
Village of Elmore, Attention: Fiscal Officer, 344 Rice St., P.O. Box 3, Elmore, OH 43416
419-862-2789/villageofelmore@village.elmore.oh.us**