

APPLICATION FOR EMPLOYMENT

VILLAGE OF NEW CONCORD

New Concord is an equal employment opportunity employer that complies with the Civil Rights Act, the Americans with Disabilities Act and other State and Federal legislation that prohibit discrimination in employment on the basis of race, color, religion, sex, national origin, age, genetic information, or physical and mental disability. If you need assistance completing this form because of a disability, or need a disability accommodation during any portion of the hiring process, please submit that request to the Village Administrator so that a reasonable accommodation can be provided in so far as it does not create an undue hardship on the Village.

Instructions: Your interest in employment with the Village is appreciated. This application is an initial step in the hiring process which will help the Village assess your work history, qualifications, experience, training and suitability for the job. You must complete this application in full to be considered for employment. If you've submitted a resume, it will be reviewed, but you are still required to complete this application form. If there is insufficient space available to adequately provide the information requested, you may use additional paper and attach it to the back of this form. Please write legibly. Your application will remain on file with the Village for a period limited to 90 days following the date of its submission. You must complete this application in full, and sign it. No unsigned application will be considered for employment.

Information About You

Name: _____ Date of Application: ____/____/____

Home Phone Number: ____ - ____ - _____ Cell Phone Number: ____ - ____ - _____

Personal E-mail Address: _____

Home Address: _____
Number Street City State Zip Code

Are you at least 21 years old? Yes No

Are you eligible to be employed in the United States? Yes No

If you are hired, you'll be required to provide proper identification and verification of your employment eligibility.

List the job title of the position for which you are applying: _____

Do you have other employment that will continue if you are hired? Yes _____ No _____

If yes, list the nature of the secondary employment? _____

Your Employment History

Present Or Most Recent Employer

Name of the Employer: _____

Your Supervisor's Name & Job Title: _____

Dates Employed: ____/____/____ to ____/____/____ Are You Still Employed With This Employer? Yes No

Your Job Title: _____

Briefly Describe Your Job Duties:

List How Many Employees You Supervise and Their Job Titles.

Your Pay Rate: _____ List bonus amounts, incentives or other income received from this employer: _____

Reason[s] for Leaving (or wanting to leave if still employed):

May We Contact This Employer for a Job Reference? Yes No

Next Most Recent Employer

Name of the Employer: _____

Your Supervisor's Name & Job Title: _____

Dates Employed: ____/____/____ to ____/____/____ **Are You Still Employed With This Employer?** Yes No

Your Job Title: _____

Briefly Describe Your Job Duties:

List How Many Employees You Supervise and Their Job Titles.

Your Pay Rate: _____ List bonus amounts, incentives or other income received from this employer: _____

Reason[s] for Leaving:

May We Contact This Employer for a Job Reference? Yes No

Next Most Recent Employer

Name of the Employer: _____

Your Supervisor's Name & Job Title: _____

Dates Employed: ___/___/___ to ___/___/___ Are You Still Employed With This Employer? Yes No

Your Job Title: _____

Briefly Describe Your Job Duties:

List How Many Employees You Supervise and Their Job Titles.

Your Pay Rate: _____ List bonus amounts, incentives or other income received from this employer: _____

Reason[s] for Leaving:

May We Contact This Employer for a Job Reference? Yes No

List other employers for whom you've worked and which has provided to you experience relevant to the job for which you are applying.

<u>Name of Organization</u>	<u>Dates Employed</u>	
_____	/ /	to / /
_____	/ /	to / /
_____	/ /	to / /

Your Education and Training

Circle the last year of formal education completed:

0 1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8	1 2 3 4
Primary Education	College or University	Police Officer Training/ Trade School

Name the Schools You've Attended:

High School: _____

Undergraduate College or University: _____

Graduate College or University: _____

Trade School: _____

Police Officer Training Academy: _____

List diplomas, degrees, certifications or licenses achieved:

Describe other courses or the training you've received which you feel will help you perform the job for which you are applying.

List any advanced law enforcement training you've completed, such as firearms and specialty munitions, human relations, investigations, management, advanced driving, or other advanced training, over and above basic training required to earn certification as a police officer.
