

**BRUNSWICK HILLS TOWNSHIP, OHIO**

**Application for Employment**

1918 Pearl Road

Brunswick, OH 44212

(330) 220-8182

*Committed to Diversity in the Workplace*

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Phone: Home (\_\_\_\_) Cell (\_\_\_\_) Work (\_\_\_\_)

Email address: \_\_\_\_\_

Note: All prospective employees must submit proof and identity and eligibility for employment in the U.S. prior to appointment. A social security card and driver's license are preferred.

Are you legally eligible to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are not a U.S. citizen, are there any restrictions on your eligibility for employment?

\_\_\_\_\_

If employed and under 18, can you furnish a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked for Brunswick Hills Township? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which Department? \_\_\_\_\_ When? \_\_\_\_\_

**EDUCATION:** Circle the highest grade that you completed: 1 2 3 4 5 6 7 8 9 10 11 12 Name and location of the last high school that you attended? \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, have you passed a G.E.D. Test? Yes \_\_\_\_\_ No \_\_\_\_\_

Circle the number of years of post high school education completed: 1 2 3 4 5 6 7

School Name/Location Date Graduated Degree Major Area of Study

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Qualifications and Skills: (typing, shorthand, foreign languages, professional licenses and certificates, etc.)

Do you have a valid driver's license?

Yes \_\_\_\_\_ No \_\_\_\_\_

Commercial Driver's License?

Yes \_\_\_\_\_ No \_\_\_\_\_

List the types of vehicles you can operate and the amount of experience with each (for driving positions only)

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Have you ever been fired or asked to resign from a job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give the name and address of the employer and describe the reason. \_\_\_\_\_

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A firing or forced resignation does not automatically exclude you from employment. The circumstances, time elapsed and recent employment record will be considered.

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Complete for Police or Fire position:

Birthdate: \_\_\_\_\_

U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

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**EXPERIENCE:** The selection process for most positions involves an evaluation of relevant education and experience. It is important, therefore, that you provide enough details so that your qualifications can be properly evaluated. Start with your present job and work back. Include military service and volunteer experience. Additional experience should be listed by attaching sheets of paper or a personal resume. Be sure to include all requested information.

Present

Dates

Employer: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Avg. Hrs.

Number: \_\_\_\_\_ per Week: \_\_\_\_\_

Job Title: \_\_\_\_\_

Salary

Starting:\$ \_\_\_\_\_ Ending:\$ \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Describe your work: \_\_\_\_\_

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Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Avg. Hrs. per Week: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary Starting:\$ \_\_\_\_\_ Ending:\$ \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Avg. Hrs. per Week: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary Starting:\$ \_\_\_\_\_ Ending:\$ \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Have you ever served in the military service? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, Branch: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

May we conduct a background check of your qualifications, character, and record of employment? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION:** This statement must be signed.  
  
I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me, or for dismissing me after I have begun work. I waive all rights I might have against a previous employer who provides references and/or records concerning my employment history. I understand that for certain positions I may be required

**to successfully complete a physical examination and/or alcohol and drug test. I understand that my driving record may be checked as well as my fingerprints and police record if I am employed in a sensitive job.**

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**Signature**

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**Date**