

APPLICATION FOR EMPLOYMENT

VILLAGE OF CADIZ
128 Court Street

Cadiz, OH 43907
740/942-8844 FAX: 740/942-4448

All applicants are considered without regard to race, color, national origin,
religion, gender, age, disability, marital or veteran status.

PLEASE PRINT

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Numbers			Social Security Number		
			/ /		

Position(s) applied for:	Date of Application

Do you have any part- or full-time jobs that you would expect to continue during
your employment with the Village of Cadiz?

☐ Yes ☐ No

If Yes, please explain _____

Are you prevented from lawfully becoming employed in this country because of
Visa or Immigration Status?

☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

Are you available to work: ☐ Full-time

☐ Part-Time (Please indicate ☐ Morning ☐ Afternoon ☐ Evening)

Days available to work: ☐ S ☐ M ☐ T ☐ W ☐ R ☐ F ☐ S

If you are applying for a position involving driving, do you have a valid Ohio driver's license?

☐ Yes ☐ No

Will you have reliable transportation to and from work?

☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

WORK EXPERIENCE

List last ten (10) years or last four (4) employers.

Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: Include explanation of any gaps in employment.

[illegible]

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Licenses, Registrations and Certificates. Be sure to include any valid driver's license or commercial driver's license, if required for job.

License/Certificate issued by	Field/Trade/Specialization	License/Certificate Number	Expiration Date

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

Additional Information (not listed above)

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

Office experience or training		Engineering experience or training
Maintenance experience or training		Food service experience or training
Computer experience or training		Hospitality experience or training

List experience or knowledge with computer software (specify in detail).

State any additional information you feel may be helpful to us in considering your application.

Personal/Professional References (do not include relatives)

Name	Phone No. (home/work)	Length of time known	Occupation
1.			
2.			
3.			

Fidelity Bond Statement

Have you been convicted of a misdemeanor involving theft, misrepresentation or moral turpitude, or of any felony? ☐ Yes ☐ No

If Yes, provide date, place of conviction and type of crime:

My signature constitutes my certification that my responses are true and complete. Where an item is left blank, it is because there is no information within its scope. My signature further constitutes my authorization for the Village of Cadiz to investigate the facts submitted and for those with relevant information, including, but without limitation, physicians, hospitals, law enforcement agencies and my prior employers, to release such information to the Village of Cadiz, and I release them from any liability for providing such information to the Village of Cadiz. I understand and agree that any falsification or omission either on this form or in my responses to questions asked during the interviewing or examination process is grounds for immediate termination of employment, no matter when the falsification or omission is discovered. I also understand that, if hired, my employment is to be "at will" during my probationary period and that either I or my employer may terminate my employment at any time, with or without cause, unless the "at will" arrangement is modified by a written agreement signed by both me and a duly authorized officer of the Village of Cadiz.

Signature (do not print or type)

Date: _____