

City of Cheviot, Ohio

APPLICATION FOR EMPLOYMENT

Personal Information (Please print)

We are an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, religion, color, sex, age, national origin, citizenship, marital or veteran's status or disability, or any other legally protected status. All qualified applicants will be given equal opportunity and selection decisions are based solely on job-related factors.

Position applied for: _____

Full Name _____ Date _____

Address _____
Street City State Zip

Telephone _____ Soc. Sec. # _____
Home Cell - -

Are you legally authorized to work in the United States? _____ Yes _____ No
Can you provide proof of eligibility to work in the U.S.? _____ Yes _____ No
Are you at least 18 years of age? _____ Yes _____ No

Education

High School Graduate? _____ Yes _____ No GED? _____ Yes _____ No

High School Name _____ City - State _____ Number of years attended _____

College or Other Special Training Graduate? _____ Yes _____ No

College School Name _____ City-State _____ Number of years attended _____ Degree/Major _____

Employment: List below last employers, starting with the most recent one first.

Company name _____ to _____
Month Year Month Year
Address _____ Supervisor _____
Position Held _____ Salary _____
Reason for leaving _____

Company name _____ to _____
Month Year Month Year
Address _____ Supervisor _____
Position Held _____ Salary _____
Reason for leaving _____

Company Name _____ / _____ to _____ / _____
Mon. Year Mon. Year
 Address _____ Supervisor _____
 Position Held _____ Salary _____
 Reason for Leaving _____

Company Name _____ / _____ to _____ / _____
Mon. Year Mon. Year
 Address _____ Supervisor _____
 Position Held _____ Salary _____
 Reason for Leaving _____

Company Name _____ / _____ to _____ / _____
Mon. Year Mon. Year
 Address _____ Supervisor _____
 Position Held _____ Salary _____
 Reason for Leaving _____

Please account for any time lapses between employment dates: _____

References: List at least three responsible adults who have knowledge of your work ethic, experience and ability.

Name	Address	Telephone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Data: Other job related, educational institutions, licenses, certifications, specialized training, apprenticeship, skills or any additional information you feel may be helpful to us in considering your application.

Job Applicant's Agreement and Certification:

I authorize you, at the time of my application for employment or during the course of my employment, to obtain information from any source as to my education, experience, competence and character as it relates to the position for which I applied. I agree that all statements made in this application may be investigated. I agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying

information. I certify that the information contained in this application is true, complete and correct to the best of my knowledge. I understand that any falsification or omission of information may cause my immediate dismissal or rejection of this application. Further, I understand that in the event I am employed, such employment is at will. Neither the employer nor I have agreed on any specific period of employment unless otherwise set forth in a separate contract.

I agree that any claim or lawsuit relating to my service with The City of Cheviot must be filed no more the six (6) months after the date of the action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

I understand that I may be required to take a drug test as a part of the application process, as a condition of employment or at any time during employment. I may also be required to take and pass a physical exam if I am selected for employment and before beginning employment.

I have read and understand the contents of this employment application and am fully able and competent to complete it.

Signature Date

WE ARE AN EQUAL OPORTUNITY EMPLOYER

DO NOT WRITE IN SPACE BELOW - FOR CIVIL SERVICE USE ONLY

Applicant Accepted _____ Rejected _____ Reason _____

This _____ took the examination for _____
(Applicant's name) (Position title)
on _____. His/her grade was _____ and his/her position on the eligible list was
_____ certified to the appoint official on _____ (date).

Civil Service Commission per _____ Chairman.

APPLICANT STATEMENT

1. I hereby certify that all responses set forth during my employment application process are true and complete. My signature also authorizes the City of Cheviot or its authorized agents to conduct a thorough investigation of all statements written and oral, made by me during the employment application process, including without limitation, information concerning my prior employment positions, activities, law enforcement record, and educational background. I hereby authorize all persons, companies or other entities connected with any such informational request, including without limitation, physicians, hospitals, prior employers, and law enforcement agencies to provide any and all information and/or medical records they may have regarding me or my employment. I release and agree to indemnify any and all liability arising out of such investigation, including without limitation, any liability for furnishing information or for taking any action based on the information provided.
2. I understand and agree that any falsification, misrepresentation, incomplete response, or omission either on the employment application form or in my responses to questions asked during the interviewing or examination process may disqualify me from further consideration for employment, or if employed by the City of Cheviot, will subject me to immediate termination, whenever the falsification or omission is discovered. In this regard, where an item is left blank on the employment application, it is because there is no information within its scope.
3. I understand that a chemical test for the presence of illegal and controlled substances may be required before the commencement of and/or during my employment. In addition, I understand I may be required to take a physical examination before starting work if any offer of employment is made. I release and agree to indemnify the City of Cheviot, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of any physical examination or chemical testing or for the taking of any action based on the results of any physical examination or chemical testing.
4. I certify that I am a citizen of the United States, or if not, I can prove required documentation permitting me to work in the United States.
5. I understand and agree that nothing contained in the City of Cheviot employment application or in the granting of any interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or is intended to constitute or to create a contract between me and the City of Cheviot for either employment or for the providing of benefits. No promises regarding employment have been made to me and I understand and agree that no such promise or guarantee is binding on the City of Cheviot unless they are expressed promises, made in writing, and signed by the Safety Service Director or Designee.

Applicant's Signature

Date