



# VILLAGE OF EVENDALE

Richard H. Finan • Mayor

10500 Reading Road • Evendale, Ohio 45241-2574 • Phone 513-563-2244

[www.evendaleohio.org](http://www.evendaleohio.org)

All Application questions must be answered completely and accurately in ink, and are subject to verification.

## Application for Employment

### APPLICANT INFORMATION

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment / Unit #

City State Zip

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

Position for which you are applying: \_\_\_\_\_  
*Depending on the position for which you are applying, this Application may only be one of several documents necessary for the Application and Interview process.*

How did you learn about this position: \_\_\_\_\_

What kind of position are you applying for? Full Time ☐ Part Time ☐ Seasonal ☐

If applying for any Full Time or Part Time position, are you at least 18 years of age? Yes ☐ No ☐

If applying for a position in the Police or Fire Department, are you at least 21 years of age? Yes ☐ No ☐

If applying for a Seasonal position, are you at least 14 years of age as of June 1 of the year of this application, and can you provide written parent/guardian permission? Yes ☐ No ☐

Are you able to perform the essential functions of the position with or without reasonable accommodation? Yes ☐ No ☐

Have you ever worked for the Village of Evendale before? Yes ☐ No ☐  
If yes, provide dates of employment and position: \_\_\_\_\_

Are you able to provide proof of your identity and eligibility to work in the United States? Yes ☐ No ☐

Date available to start work? \_\_\_\_\_

Wage Expectations? \_\_\_\_\_

If the position for which you are applying requires the operation of a motor vehicle, please provide the following Driver's License information:

State Issued Class / Type Number Expiration Date

The Village of Evendale provides equal employment opportunity to all qualified persons in accordance with applicable federal, state, and local equal opportunity laws which prohibit discrimination based on race, sex, age (as defined in the age Discrimination Employment Act), disability, religion, ancestry, color, sexual orientation, or national origin.

## EDUCATION

### High School:

*Name of High School*

*City*

*State*

*Number of Years Completed*

*Did you Graduate?*

*Diploma / Degree / Certificate?*

*If you did not Graduate, have you received a GED?*

*State where you were awarded the GED?*

### Technical School, College, or University:

*Name of School*

*City*

*State*

*Number of Years / Hours Completed*

*Did you Graduate?*

*Diploma / Degree / Certificate?*

*Major / Area of Study?*

Are you currently attending any Police or Fire Academy Training, if applicable? If so, where?

Have you been awarded any State Certifications? If so, which, from where, and when?

Do you hold any licenses or other Professional Certifications? If so, list from where and valid through dates?

Additional Information – You may use the following area to include information such as school or employment awards, activities, honors, etc.

## EMPLOYMENT HISTORY

List ALL employment for the last 15 years in chronological order, starting with your current or most recent position. Use multiple blocks for multiple positions with the same employer. Include any military time. Be sure to explain any gaps in your employment history. If you attach a resume you must also complete this section. Failure to completely answer all questions in this section may eliminate you from further consideration.

Employer:	Position:		
Address:	Phone # :		
Dates employed -	From:	To:	Reason for Leaving:
Starting Pay:	Ending Pay:	Full Time or Part Time:	Hours per Week:
Supervisors Name:	May we contact them for a reference?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Brief description of Job Duties, Responsibilities, Supervisory Experience, Awards			

Employer:	Position:		
Address:	Phone # :		
Dates employed -	From:	To:	Reason for Leaving:
Starting Pay:	Ending Pay:	Full Time or Part Time:	Hours per Week:
Supervisors Name:	May we contact them for a reference?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Brief description of Job Duties, Responsibilities, Supervisory Experience, Awards			

Employer:	Position:		
Address:	Phone # :		
Dates employed -	From:	To:	Reason for Leaving:
Starting Pay:	Ending Pay:	Full Time or Part Time:	Hours per Week:
Supervisors Name:	May we contact them for a reference?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Brief description of Job Duties, Responsibilities, Supervisory Experience, Awards			

**EMPLOYMENT HISTORY (continued)**

Employer:	Position:		
Address:	Phone # :		
Dates employed -                      From:                      To:	Reason for Leaving:		
Starting Pay:                      Ending Pay:	Full Time or Part Time:	Hours per Week:	
Supervisors Name:	May we contact them for a reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Brief description of Job Duties, Responsibilities, Supervisory Experience, Awards			

Employer:	Position:		
Address:	Phone # :		
Dates employed -                      From:                      To:	Reason for Leaving:		
Starting Pay:                      Ending Pay:	Full Time or Part Time:	Hours per Week:	
Supervisors Name:	May we contact them for a reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Brief description of Job Duties, Responsibilities, Supervisory Experience, Awards			

Employer:	Position:		
Address:	Phone # :		
Dates employed -                      From:                      To:	Reason for Leaving:		
Starting Pay:                      Ending Pay:	Full Time or Part Time:	Hours per Week:	
Supervisors Name:	May we contact them for a reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Brief description of Job Duties, Responsibilities, Supervisory Experience, Awards			

## REFERENCES

Name:	Phone #:	Email:	Years Known	In What Capacity?

## AUTHORIZATION AND UNDERSTANDING

1. I certify that all information and documents provided by me within this Application for Employment or in connection with the employment application, interview, and pre-employment process are true, complete, and accurate.
2. I understand that any misstatement, falsification, misrepresentation, or intentional omission of any information of this Application for Employment or of any information at any time during the employment application, interview, and pre-employment process may disqualify me for further consideration for employment, or may result in the termination of my employment at any time if I am hired.
3. I understand that my failure or refusal to comply with all requirements for the position that I am applying for, including but not limited to the deadline for application, attachment of all required documents to this Application for Employment, and/or compliance with any age, education, certification, residency, or other requirements, will disqualify me for further consideration for employment.
4. If I require any special accommodations for any phase of the testing procedure, I understand that I must attach a separate written request and description of the requested accommodation to this Application for Employment.
5. I will participate in any interviews, tests, examinations, drug/alcohol screening, physical examinations, or any other procedures that may be required during the pre-employment process, and that a final offer of employment will be based in part on successful and acceptable results.
6. My signature below authorizes the Village of Evendale to conduct an investigation of my background relative to my driving record, convictions, workers' compensation claims, credit history, educational background, and/or any other relative information.
7. I understand that the information contained in the employment application or my being invited to participate in any stage of the hiring process does not create, nor is intended to create, an employment contract between The Village of Evendale and myself.
8. I understand that an offer of employment is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
9. Unless otherwise indicated, I authorize any of the persons or organizations that I have named in this Application For Employment to provide The Village of Evendale with any and all information concerning my previous employment, education, or any other information that they might have, personal or otherwise, with regard to any of the subjects included in this Application for Employment or relative to my qualifications for employment. I hereby release all such persons or organizations from all liability from any damages which may result from furnishing such information.

**By signing below, I acknowledge that I have read, understand, and agree with the above statements**

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date