

# Village of South Charleston

59 South Charleston Street, P.O. Box X, South Charleston, Ohio 45368

Phone: (937) 462-8888 • Fax: (937) 462-8787

http://www.villagofsouthcharleston.net

An Equal Opportunity Employer

## Important Information about the Application Process

- This employment application is to be used for all internal, external, and seasonal or temporary job postings. We strongly encourage you to provide a resume and cover letter in addition to this application. If you require special accommodations to participate in the application or selection process due to a disability, please contact the village manager at (937) 462-7167.
- Applications are kept on file for one year. Please keep a copy for your files.
- A separate application must be submitted for each position for which you are applying.
- Applications must specifically reflect all requirements for the position, including experience and/or required courses of study. Please answer all questions accurately and completely. Incomplete applications may be disqualified.
- By signing this application, you are affirming that all information you provide is accurate and complete.

## APPLICANT INFORMATION

Position for which you are applying: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

## GENERAL INFORMATION

- Are you now, or have you ever been employed with the Village of South Charleston?  Yes  No  
If yes, please select the appropriate employment status:  Full Time  Part Time
- Do you have relatives employed by the Village?  Yes  No  
If yes, please give name, relationship, and department: \_\_\_\_\_
- Are you at least 18 years old?  Yes  No
- **Police Officer Applicants only:** Are you at least 21 years old?  Yes  No
- Are you on layoff, subject to recall?  Yes  No
- Are you able to perform the essential functions of this job, with or without reasonable accommodations?  
(answer this question only if you have been informed about the requirements of the job for which you are applying)  
 Yes  No
- Have you ever been convicted of a crime (felony or misdemeanor)?  Yes  No  
If yes, please provide explanation of conviction, including date, charge, location, and penalty. A conviction is not an automatic bar to employment. Each case is considered separately based upon its relation to the duties of the position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

- In this section, please describe the duties you have performed in previous positions, which demonstrate that you have the knowledge, skills, and abilities to perform the duties of the job for which you are applying. You may include internships, verifiable volunteer activities, self-employment, and military experience.
- **Begin with your most recent job or assignment first** and list each job separately, extending for a period of 10 years. Please explain all periods of unemployment.
- Additional pages of work history may be attached, if necessary. A resume is not a substitute for this section of the application.

May we contact this employer?  Yes  No Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  Full-time  Part-time

Supervisor's name and title: \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

May we contact this employer?  Yes  No Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  Full-time  Part-time

Supervisor's name and title: \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

May we contact this employer?  Yes  No Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  Full-time  Part-time

Supervisor's name and title: \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

## EDUCATION, TRAINING, CERTIFICATES & LICENSES

Do you have a high school diploma, GED certificate, or equivalent?  Yes  No

Colleges, universities, military, trade, business, or other schools attended					
NAME OF SCHOOL	LOCATION OF SCHOOL	COURSES OF STUDY (MAJOR)	CREDITS COMPLETED		DEGREE OR CERTIFICATE EARNED
			SEMESTER HRS	QUARTER HRS	

List driver's license and any professional licenses or certificates			
TITLE OF LICENSE OR CERTIFICATE	NUMBER	ISSUING AGENCY	DATE ISSUED/DATE OF EXPIRATION

Indicate special skills that you have acquired		
Administrative: <input type="checkbox"/> Shorthand <input type="checkbox"/> Typing _____ (wpm) <input type="checkbox"/> Office equipment <input type="checkbox"/> Computer software _____	Fluency in languages other than English: Read _____ Speak _____ Write _____	Heavy Equipment/Tools: _____ _____ _____ _____

If you would like to include a resume and/or personal references with this application, please mark here that you have done so and attach them to this application before returning it.  resume/references attached

.....

## CERTIFICATION OF INFORMATION, AUTHORIZATION & RELEASE

BY MY SIGNATURE BELOW, I:

- *Certify* that all answers given herein are true and complete to the best of my knowledge;
- *Authorize* investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision;
- *Release* the individual, company, institution, or organization and all individuals connected therewith from all liability incurred in giving such information. I further release the Village of South Charleston from all liability incurred in obtaining and/or using such information;
- *Understand* that this application is not intended to be a contract for employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Village of South Charleston.
- *Understand* that some of the positions in the village are filled using various selection tests. If the position for which I applied is filled utilizing a selection test, the village will provide notice of the time, date, and place. If I require special accommodation, I agree to contact the Village Manager at (937) 462-7167 at least seven (7) days prior to the test.
- *Understand* and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Village of South Charleston is of an "at will" nature, which means that an employee may resign at any time and the Village may discharge an employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the village of South Charleston
- *Understand* that if hired, I may be required to submit to a physical and/or mental examination. In such event, I agree to authorize any physician, institutions or other treatment provider to release information as to my medical history. In the course of such examination and investigation, I agree to cooperate with all required testing, and will execute any required releases and authorizations.
- *Understand* and agree that any offer of employment is contingent upon passing a drug test, having a valid driver's license and being able to perform the essential functions of the job, with or without reasonable accommodations.

\_\_\_\_\_  
Signature of Applicant\*

\_\_\_\_\_  
Date

\*Electronic or typed signatures are accepted.

### Administrative use only

Entered into applicant tracking \_\_\_\_\_ / Acknowledgement postcard sent \_\_\_\_\_ / Written exam \_\_\_\_\_ / Oral interview \_\_\_\_\_

Comments \_\_\_\_\_

# OPTIONAL APPLICANT SURVEYS

## EQUAL EMPLOYMENT OPPORTUNITY

The Village of South Charleston is an equal opportunity employer. We are required by state and federal employment law to keep records and make reports to the Equal Employment Opportunity Commission. By answering the following questions, you will assist us in our reporting requirements. The information collected will be used for statistical purposes only. THIS FORM WILL NOT BE USED FOR MAKING EMPLOYMENT DECISIONS AND WILL BE SEPARATED FROM YOUR APPLICATION.

COMPLETING THIS SURVEY IS OPTIONAL AND NOT REQUIRED TO BE CONSIDERED FOR EMPLOYMENT.

Job applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Gender:  Male  Female

Veteran of the U.S. Military?  Yes  No Branch? \_\_\_\_\_

**Please check a category of ethnic origin. Ethnic origin is defined by the Equal Employment Opportunity Commission as follows:**

- Black (not of Hispanic origin) – all persons having origin in any of the Black racial groups of Africa.
- Hispanic – all persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture, regardless of race.
- White (not of Hispanic origin) – all person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- American Indian or Alaska Native – all persons having origins in any of the original peoples of North American and who maintain cultural identification through tribal affiliations or community recognition.
- Asian or Pacific Islanders- all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes China, Japan, Korea, Philippine Islands, and Samoa.

## **RECRUITMENT**

The Village of South Charleston is continually evaluating our recruitment efforts. We are requesting your assistance so we may improve recruitment efforts. Please specifically indicate how you learned of this position.

- Village of South Charleston web site (<http://www.villageofsouthcharleston.net>)
- Advertisement or publication (please specify): \_\_\_\_\_
- Referred by current Village employee (please specify): \_\_\_\_\_
- Other (specify): \_\_\_\_\_