## APPLICATION FOR EMPLOYMENT VILLAGE OF NEW CONCORD

New Concord is an equal employment opportunity employer that complies with the Civil Rights Act, the Americans with Disabilities Act and other State and Federal legislation that prohibit discrimination in employment on the basis of race, color, religion, sex, national origin, age, genetic information, or physical and mental disability. If you need assistance completing this form because of a disability, or need a disability accommodation during any portion of the hiring process, please submit that request to the Village Administrator so that a reasonable accommodation can be provided in so far as it does not create an undue hardship on the Village.

**Instructions:** Your interest in employment with the Village is appreciated. This application is an initial step in the hiring process which will help the Village assess your work history, qualifications, experience, training and suitability for the job. You must complete this application in full to be considered for employment. If you've submitted a resume, it will be reviewed, but you are still required to complete this application form. If there is insufficient space available to adequately provide the information requested, you may use additional paper and attach it to the back of this form. Please write legibly. Your application will remain on file with the Village for a period limited to 90 days following the date of its submission. You must complete this application in full, and sign it. No unsigned application will be considered for employment.

## **Information About You**

Name:		/Date of Application://					
Home Phone Nun	nber:						
Personal E-mail Address:							
Home Address:	Number Street	City	State	Zip Code			
Are you at least 21 years old?	Yes   No	Are you eligible to be employed in the United States?  If you are hired, you'll be required to provide proper identification and verification of your employment eligibility.					
List the job title of	the position for which	you are applying:	·				
-	er employment that will ture of the secondary e	-	re hired? Yes	No			
Your Employment	t History						
Present Or Most Re	ecent Employer						
Name of the Emp	loyer:						
Your Supervisor's	s Name & Job Title: _						
Dates Employed:	/ to		Are You Still Employe With This Employer?	d Yes 🗌 No 🛭			
Your Job Title							

Briefly Describe Your Job Duties	:
List How Many Employees You S	Supervise and Their Job Titles.
Your Pay Rate:	List bonus amounts, incentives or other income received from this employer:
Reason[s] for Leaving (or wantin	og to leave if still employed).
May We Contact This Employer	for a Job Reference? Yes No
Next Most Recent Employer	
Name of the Employer:	
Your Supervisor's Name & Job	Title:
Dates Employeds	Are You Still Employed Yes No
Dates Employed://_	to// With This Employer?
Your Job Title:	
Briefly Describe Your Job Duties	:
List How Many Employees You	Supervise and Their Job Titles.

Your Pay Rate:	List bonus amounts, incentives or other income received from this employer:		
Reason[s] for Leaving:			
May We Contact This Employe	er for a Job Reference? Yes   No		
Next Most Recent Employer			
Your Supervisor's Name & Jo	b Title:		
	Are You Still Employed Yes No  With This Employer?		
Briefly Describe Your Job Duties:			
List How Many Employees You Su	pervise and Their Job Titles.		
Your Pay Rate:	List bonus amounts, incentives or other income received from this employer:		
Reason[s] for Leaving:			
May We Contact This Employe	er for a Job Reference? Yes No		

List other employers for whom you've worked and which has provided to you experience relevant to the job for which you are applying.

Name of Organization	<u>Dates Employed</u>	
		to <u>/ /</u>
		to/_/
<del></del>	/ /	to / /
Your Education and Training		
Circle the last year of formal education completed:		
0 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5	6 7 8	1 2 3 4
Primary Education College or Univ	versity	Police Officer Training/ Trade School
Name the Schools You've Attended:		
High School:		
Undergraduate College or University: Graduate College or University:		
Trade School:		
Police Officer Training Academy:		
List diplomas, degrees, certifications or licenses achieved:		
Describe other courses or the training you've received which you feel for which you are applying.	will help yo	u perform the job
List any advanced law enforcement training you've completed, su munitions, human relations, investigations, management, advanced training, over and above basic training required to earn certification a	d driving, o	r other advanced

nd the vinage is required to disclose such records to any party.	
understand that as a public agency, this application and most employment records and the Village is required to disclose such records to any party.	are lawfully public record
understand that any offer of employment that made will be made conditionally upor rug test, successfully passing a criminal background check, driving record check neeting other specified conditions of employment as are specified by law of by Village o successfully pass any condition of initial employment will result in rescinding the of	c and job references, ar policy or practice. Failu ffer of employment.
understand that this application and employment with the Village is not, and is not in mployment and accordingly, terms, conditions and benefits of employment in effect hanged at the discretion of the Village. I further understand that as a condition of emplo comply with the Village's policies and the Mayor's directives, and perform job duterformance standards.	at the time of hire may be alloyment, I will be expected ies and responsibilities to the second second in the seco
y signing below, I hereby verify that all of the information I've provided is complete, to est of my knowledge. I understand that any misrepresentation or omission of perisqualifying me from further consideration in the employment hiring process. Likewis ired, and the Village subsequently discovers that information I've provided during the hisrepresented or omitted of pertinent facts, this may be sufficient cause for many many be sufficient cause for many large.	ertinent facts is cause for se, I understand that if I a se hiring process has been ne to be separated fro
Applicant Understanding and Acknowledgment	
calls even during your scheduled off hours?  List any scheduling restrictions (Days or hours that you aren't able to work):	No 🗌
Village Police Department on a 24/7 hour basis?	No 🗌
If hired, on what date would you be available to start work?//  Are you willing and able to assume responsibility for the	_
What is your expected hourly rate or salary? \$	Date Certified
Are you currently certified as an Ohio peace officer?	
About The Job For Which You Are Applying:	