

# Employment Application

Village of College Corner  
P.O. Box 462  
10596 Camden College Corner Road  
College Corner, Ohio 45003

The Village of College Corner provides its citizens with the best possible service to improve their quality of life through teamwork and innovation. We look for people who exemplify these strong qualities and are willing to work hard for the citizens each and every day. The Village of College Corner is an equal opportunity employer.

Applicant Name \_\_\_\_\_

Today's Date \_\_\_\_\_

**Personal Information (Please Print Clearly)**

\_\_\_\_\_  
Last Name First Name Middle Name  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Previous address if less than 5 years at current address \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**I understand that upon employment, proof of legal right to work in the United States and completion of I-9 Form will be required.**

Are you eligible to work for any United States employer at this time?  Yes  No

If you are under 18 years of age, do you have a work permit?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, explain \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

License # \_\_\_\_\_ Expires \_\_\_\_\_

Do you have a valid Commercial Driver's License (CDL)?  Yes  No

License # \_\_\_\_\_ Expires \_\_\_\_\_

Can you travel if the position requires travel?  Yes  No

If you have ever worked under or earned degrees under another name, please list below"

\_\_\_\_\_  
Last Name First Name Middle Name

**Position Desired**

Position Applied for \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_

Are you able to perform the essential functions of this position?  Yes  No

If no, what accommodation would make it possible for you to perform this job? \_\_\_\_\_

Have you previously been employed by the Village or other municipals?  Yes  No

If yes, indicate position, department, and dates: \_\_\_\_\_

Do you have any relatives employed at the Village of College Corner?  Yes  No

If yes, who? \_\_\_\_\_

The Village is an equal opportunity employer and recruits advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

## Education and Training

Indicate Last Level of Education Completed (*Circle appropriate answers*)

High School    1   2   3   4

College or University    1   2   3   4

Graduate School    1   2   3   4

Type of Education	Name and Location (City, State)	GPA	Did You Graduate?	Major Minor	Degree Earned

Professional certifications and licenses (such as CPA, PE, Water) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Computer skills (software programs, hardware, operating systems, microsoft systems) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other skills or experience that are pertinent to the job applied for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment History (*Please Print Clearly*)

**MUST BE COMPLETED EVEN IF ATTACHING YOUR RESUME.**

List your last three employers with the most recent first.

If you are currently employed, may we contact your employer?

Yes

No

### Previous Employer:

Dates Employed: From \_\_\_\_\_

To \_\_\_\_\_

Month/Year

Month/Year

Salary: Starting \_\_\_\_\_

Ending \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_

Address \_\_\_\_\_

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

Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_

Your Duties \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

\_\_\_\_\_

**Previous Employer:**

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Supervisor: Name \_\_\_\_\_ Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

**Previous Employer:**

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Supervisor: Name \_\_\_\_\_ Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

**Professional References (Please list only references that we may contact at this time)**

Name	Title	Company	Phone Number
			Home
			Work
			Home
			Work
			Home
			Work

**Affidavit**

**Nonbinding Application and Interview Process:** I understand that this application will be reviewed, but nothing in this application or any other documents or in the employment evaluation process shall be construed as either an offer or contract of employment or an obligation on the part of the Village of College Corner to provide any benefit to me.

**Employment-At-Will:** I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Village of College Corner or myself.

I hereby declare that my statements on this application and on my resume or documents provided by me to the Village of College Corner are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include employment history, reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, and degree/certificate verification.. I hereby release the Village of College Corner from all liability for any damages resulting from the information obtained. This application shall be considered active for a period of time not to exceed 180 days.

Applicant's Signature \_\_\_\_\_