

Bainbridge Township

17826 CHILLICOTHE ROAD CHAGRIN FALLS, OH 44023

EMPLOYMENT APPLICATION

PLEASE ANSWER EVERY QUESTION.
WRITE "N/A" IF AN ITEM DOES NOT REFER TO YOU.
PLEASE PRINT IN INK.

Name:					
Last		First		MI	
Home phone #			Work/cell #		
Position applying for:			Email:		
Can you work: late?		weekends?		shifts?	
List your present address:					
Number and Street		City	State	Zip Code	
List previous addresses (list only those at which you have, lived within the last twelve (12) months):					
Number and Street		City	State	Zip Code	Dates
Number and Street		City	State	Zip Code	Dates
Are you a U.S. Citizen: Y e s N o					
Have you ever been employed by us before? Yes N o If "Yes," when?					
Who referred you to us?					
Are you a veteran?		Branch of service:		Final Rank:	
Type of discharge or other separation:					

If the position requires driving please list all relevant licenses and certificates obtained: Including CDL License

Name and number of such License(s)/Certificate(s)

Issuing Board:	
Issue date:	Expiration Date:

EDUCATION:	Name and Location	Years completed	Degree/Major Field
High School:			
College:			
Other:			
EXPERIENCE			
Employer	Dates (Mo/Yr)	Job Title	Pay Rate Reason for leaving
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Are you presently employed?		May we contact your present employer?	
Please list any past employers you prefer we not contact?			
List any special skills you possess (e.g., shorthand , machine operations)			

If the position for which you are applying requires that you drive or have a valid driver's license, has your driving license ever been revoked or suspended?

If "Yes," state date and circumstances below:

List three people, not related to you, who have known you for at least one year, who we may contact for references:

Name	Street and Number	City State Zip Code	Telephone
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Please initial and date sections below to indicate you have read the following:

Bainbridge Township, Employer, complies with all federal and state equal employment opportunity laws. In all hiring and employment practices, Employer makes every effort to ensure that it does not discriminate against employees and applicants. Employer also provides reasonable accommodations to employees and applicants with disabilities who are qualified for job positions and for employees' and applicants' religious beliefs, observances and practices unless the accommodations create undue hardship for Employer.

_____ Initial _____ Date

Bainbridge Township, Employer, complies with all federal and state immigration laws and regulations and is committed to providing a workplace free from discrimination, including any discrimination based on national origin or citizenship status. To comply with the federal Immigration Reform and Control Act, all new hires must complete appropriate sections of the federal Department of Homeland Security's Form I-9 and provide documents, which are listed on the form, that establish identity and employment eligibility. Employees who fail to produce required documentation within three business days of the date employment begins are subject to termination.

_____ Initial _____ Date

I understand that nothing in this application creates an employment contract or relationship. If I am hired by Bainbridge Township, I understand that I can terminate my employment at any time; Bainbridge Township also can terminate my employment at any time for any grounds not prohibited by law.

_____ Initial _____ Date

I agree to allow Bainbridge Township to contact references listed on this application. I also agree not to hold any of those references liable for providing Bainbridge Township any truthful information about my qualifications for employment.

_____ Initial _____ Date

I certify that I have provided information that, to the best of my knowledge, is truthful and accurate. I understand that deliberate falsifications or significant omissions are grounds for denying or terminating employment with Bainbridge Township.

_____ Initial _____ Date

Applicant's Signature

Date

Do not write below this line

Interviewed by:

Remarks: