

Employment Application

An Equal Opportunity Employer and a Drug-Free Workplace

Posting Number	Position Title			Date
1. Print Name:				
2. Current Address:	Last		First	Middle
	Number & Street Name	Aparti	ment Number	
	City	County	State	Zip Code
3. Mailing Address:				
(If different from above)	Number & Street Name	Aparti	ment Number	
	City	County	State	Zip Code
4. Personal Phone:		Business Pho	ne:	
	Area Code and Number		Area C	ode and Number
5. Previous Residence:				
	Number & Street Name	Aparti	ment Number	
·	City	County	State	Zip Code
7. E-mail Address:	E-mail Address			

All applications and/or resumes *must* be submitted to the Village of Timberlake or postmarked by the advertised closing date, *no exceptions*. Applications and/or resumes are accepted only for positions that are posted (open for recruitment).

READ THIS SECTION CAREFULLY BEFORE YOU SIGN THE APPLICATION BELOW

I hereby declare that the facts set forth in my application for employment are true and complete. I understand that any false statement, misstatement or omission of fact given in my application or interview(s) shall be considered sufficient cause for non-selection or, if employed, dismissal, regardless of when discovered. If accepted for employment, I agree to abide by all rules, regulations, policies, and procedures of the Village of Timberlake.

All statements are subject to investigation, including, but not limited to, educational, training and work history statements. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment. If hired, I understand that my employment is to be "at-will" and that either I, or the Village of Timberlake, may terminate my employment at any time, with or without cause. I further understand that this application may be subject to public inspection in accordance with the Ohio Public Records law.

I understand that certain pre-employment tests may be a condition of employment, including, but not limited to: drug/alcohol screen; background check, including criminal history; driver's license records check; credit report; medical examination or physical; and/or physical demonstration of job-related skills.

INFORMATION RELEASE: I hereby waive all provisions of law forbidding the release of educational, employment and medical information. I hereby authorize schools, colleges, or universities which I attended, my physician or other person(s) who have attended or examined me or who may hereafter attend or examine me, and former employers, to release such information to the Village of Timberlake. A photocopy of my signature shall be as valid as the original for this purpose.

Date Signed

(Rev. 1/27/2021) 2

7.	7. Type of Employment Service Sought (check all that apply):								
	☐ FULL TIME	☐ PART TIM	IE	□ HOU	RS AVAILABLE				
	If a job requirement, you w ☐ Saturday ☐ Nights Date available for work/	☐ Sunda ☐ Various Shifts		You will travel: ☐ Yes ☐ Holidays ther	□ No				
8.		g (include seminars, wo	rkshop, cor	nferences and on-the	-job training):				
	To receive credit for college course work or vocational training, it is necessary that you supply quarter/semester or class hours earned in addition to dates attended. You may be required to submit college transcripts or list of courses successfully completed.					l in			
		School/Location/Spon	sor	Course of Stud	ly	Degree or	Certificat	te Date	Obtained
High So	chool/GED					YES	NO		
Technic	cal/Trade/Vocational School								
Commu	ınity College								
College	/University								
College	/University								
Other									
9.	Specific Skills (in the have):	spaces below, list the ec	ıuipment wi	th which you have ha	ad experience	or any sp	ecial skill	s you n	night
Compu	uter Software	Years	Months	Other Equipment (please describ	oe)	,	Years	Months
							\longrightarrow		
10.		oment you can operate	(if applicab	le to the job for which	h you are apply	ying). You	u <u>must</u> al:	so inclu	ide this
	information in the Work History section, page 3:								
11.	List active licenses, co	ertificates or registration	ons, the re	gistration number(s	s) and expirati	on date(s	s):		
12.	12. List any organization(s) to which you belong which you consider relevant to your ability to perform the job:								
I									

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Name

YOU MUST COMPLETE THE WORK HISTORY SECTION OF THIS APPLICATION. List your most recent employer first. If currently unemployed, leave present employer section of this application blank. Include any unpaid work experience as well as military service. If you held more than one position with the same employer, list each position separately. You must account for all periods of time for at least the last ten (10) years. If desired, include a resume or additional pages, which will help, clarify your work experience. If a resume is attached, be sure that month/year for each employment is reflected on the resume and coincides with the Work History section of this application. If additional space is needed put the information in Item 29, page 6.

page 6.	e and confides with the Work History Section of this application. If addition	al opace is needed par the information in item 25,
13. Present Employer:		From:
	Business Name	Month, Day & Year
Business Address:	City, State & Zip Code	To: Month, Day & Year □ Full Time □ Part Time
Phone No:	Number You Supervised:	Number of hours worked per week:
Your Job Title:		Last Salary: Per/
_		
Supervisor's Name:	Reason for Leaving:	
Duties in Detail:		
May we contact employer	? Yes No, explain in Item 29, page 5.	
14. Past Employer:	Business Name	From:Month, Day & Year
Business Address:	City, State & Zip Code	To: Month, Day & Year □ Full Time □ Part Time
Phone No.	Number You	Number of hours worked per week:
Your Job Title:	Supervised:	Last Salary: Per/
Supervisor's Name: Duties in Detail:		
May we contact employer	? ☐ Yes ☐ No, explain in Item 29, page 5.	
15. Past Employer:	Business Name	From:Month, Day & Year
Business Address:	City, State & Zip Code	To: Month, Day & Year □ Full Time □ Part Time
Phone No.	Number You Supervised:	Number of hours worked per week:
Your Job Title:		Last Salary: Per/
Supervisor's Name:	Reason for Leaving:	
Duties in Detail:		
May we contact employer	? ☐ Yes ☐ No, explain in Item 29, page 5.	

16. Past Employer:	From:
Business Name	From: Month, Day & Year
	То:
Business Address: City, State & Zip Code	Month, Day & Year
City, State & Zip Code	☐ Full Time ☐ Part Time
Phone No: Number You	Number of bours worked nor wooks
	Number of hours worked per week:
	Last Salary: Per/
Your Job Title:	
Cunaminaria Nama	accor for Leavings
	eason for Leaving:
Duties in Detail:	
May we contact employer? ☐ Yes ☐ No, explain in Item 29, page 5.	
17. Past Employer:	
Business Name	Month, Day & Year
	То:
Business Address: City, State & Zip Code	Month, Day & Year
only, state a zip sode	☐ Full Time ☐ Part Time
Phone No: Number You	Number of hours worked per week:
Supervised:	<u> </u>
	Last Salary: Per/
Your Job Title:	
Supervisor's Name:	eason for Leaving:
Duties in Details	
Duties in Detail.	
May we contact employer? ☐ Yes ☐ No, explain in Item 29, page 5.	
40. Best Englisher	
18. Past Employer: Business Name	From: Month, Day & Year
230,11300 1.43,1110	Widhiti, Day & Teal
Business Address:	To:
City, State & Zip Code	Month, Day & Year ☐ Full Time ☐ Part Time
Phone No: Number You Supervised:	Number of hours worked per week:
Supervised.	Last Salary: Per/
Your Job Title:	
Supervisor's Name: Re	eason for Leaving:
Duties in Detail:	
May we contact employer? ☐ Yes ☐ No, explain in Item 29, page 5.	
may no contact employer. In 165 In 166, explain in item 29, page 5.	

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Name

MISCE	LLANEOUS Answer the following questions by circling "Yes" or "No." It is imperative that you provide detailed information who e.g., dates, types, etc., in Item 29, page 5.	en requ	ested,				
19.	Are you able to perform the essential functions of the position with or without reasonable accommodations? If no, explain in Item 29, page 5.	Yes	No				
20.	Have you received any citations for moving violations during the last five (5) years? If yes, explain in Item 29, page 5.	Yes	No				
21.	Have you ever been convicted, plead guilty or no contest (Nolo Contender) to any criminal violation of law, including criminal traffic offences? (A conviction does not automatically mean you cannot be hired. Provide all the facts.) If yes, explain in Item 29, page 5.	Yes	No				
22.	22. Have you ever been discharged for any reason from any job?						
23.	Do you possess a current, VALID * Ohio driver license? If yes, complete question 26. If no, explain in Item 29, page 5 (*VALID: Issued license has not expired nor has been revoked or suspended within the past five (5) years.)	Yes	No				
	(Suspensions for non-moving violations will be considered on a case-by-case basis.)						
24.	Indicate which driver license you possess, by checking the appropriate box: □ E (Regular Operator License) Commercial Driver License (CDL) type: □ A □ B □ C						
if you d of a goo	 H- Any vehicle used to transport hazardous materials in placardable amounts. N- A tank vehicle designed to transport any liquid or gaseous material with designed capacity of 1,000 gallons or more. P- Any vehicles, public or private, designed to transport 16 or more passengers, including the driver. S- A commercial motor vehicle (requires CDL) used to transport pre-primary, primary, or secondary school students from home to school, from school to home, or to and from school-sponsored events. Does not include a bus used as a common carrier. T- Combination vehicles with double/triple trailers. X- Any tank vehicle used to transport placardable amounts of hazardous materials. Other						
29 Indi	icate item number, if continuation of an answer(s), or additional comment(s).						
Item Nu							

(Rev. 12/6/2006)	Name
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APPLICANT'S PRE-EMPLOYMENT STATEMENT, AUTHORIZATION, AND RELEASE

Please read the following statements carefully and sign below:

In consideration of the acceptance of my application for employment by the Village of Timberlake (hereinafter referred to as "Village,"), I understand, agree, and/or certify to the following:

- 1. I certify that all information I have provided on this application is true, accurate, and complete to the best of my knowledge and belief. I understand that falsification, misrepresentation or omission of any information on my application (including any supplemental questionnaire), resume, or any other materials, or during any interviews, will be justification for withdrawing any offer of employment or, if employed, termination from employment, regardless when the falsification, misrepresentation or omission is discovered by the Village.
- 2. Any offer of employment I may receive from the Village is contingent upon satisfactory results from the Village's total pre-employment screening process. These results may include, but not be limited to the following: a. Receipt by the Village of references that it considers satisfactory; b. Satisfactory completion of a post-offer, pre-employment medical examination that is job related and consistent with business necessity; c. Passing a screening for alcohol and/or drugs; d. Satisfactory completion of any pre-employment psychological/truth verification examination/screening that the Village may require that is job related and consistent with business necessity; e. Satisfactory completion of any physical/mental skills testing or evaluation that the Village may require that is job related and consistent with business necessity; and f. Satisfactory completion of criminal history and background investigations.
- 3. I understand that upon commencement of employment with the Village, said employment will be on a probationary basis of not less than six months. I agree that while on the probationary period, employment with the Village may be terminated, with or without cause, and with or without notice, at any time, at either mine or the Village's option. I also understand that any due process rights afforded to a tenured employee of the Village may only become available upon receipt of a final appointment from the Mayor, subject to confirmation by the legislative authority of the Village. (RC 737.17)
- 4. I authorize the Village and its agents to conduct a criminal history investigation with any or all federal, state, and local jurisdictions. This investigation may seek information on any felony and misdemeanor convictions I may have and my driving record.
- 5. I understand and agree that applicants for positions in the Division of Police, and at the Village's discretion, applicants for any other position in the Village, will be subject to a more extensive background investigation. This investigation may include, but not be limited to, information as to my moral character and habits, general reputation, personal characteristics, and mode of living. This investigation may be conducted by the Village's Division of Police or other agents of the Village and may include interviews with my friends, neighbors, and associates. I hereby release the Village and its agents, including employees of the Division of Police, my friends, neighbors, and associates, and all other parties from

any and all liability for damages arising from the conduct of this investigation, and the release of information as a result thereof.

6. I hereby grant the Village and its agents, permission to contact all of my present and former employers, and those individuals I have provided as personal references (unless otherwise specified on this application). I authorize and request that such employers and references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications of reemployment. Further, I authorize the Village and its agents to obtain transcripts from all educational institutions I have attended. I also grant the Village and its agents, permission to conduct whatever investigation which may be needed to obtain or verify information regarding statements contained in my application, resume, any other materials, or any interviews, or concerning my qualifications for employment. I hereby release the Village and its agents, my present and former employers, my personal references, and all other parties from any and all liability for damages arising from furnishing the requested information. Applicant's Notarized Signature Date State of Ohio County of Lake appeared before me, a I hereby acknowledge and certify that in , Ohio. Notary Public, on Notary Public

Commission Expiration Date

Drivers License	
Birth Certificate	
High School Diploma / GED	
College Diploma	
OPOTA Certification	
Training Certification's that apply to the job	
DD214 or separation papers	
Please list the following information if applicable:	
List all Social Media Accounts (Username and URL)	
	No. of Contract of

Please attach copies of the following:

PERSONAL REFERENCES

List three (3) adult references that are not relatives

	Name	Email	Address	Telephone Number	Years Known
1					
1					
3	3				
L					