



City of Pataskala, Ohio

621 W. Broad Street, Suite 2B
Pataskala, Ohio 43062

Employment Application

An Equal Opportunity Employer

The City of Pataskala offers equal employment opportunity to all persons without regard to race, color, age, religion, sex, national origin, disability or veteran status. No question on this Application is intended to secure information to be used for discriminatory purposes. This Application will expire after one (1) year. **NOTE:** This Employment Application will not be considered unless all pages are fully completed.

PERSONAL INFORMATION

NAME: _____ SOCIAL SECURITY NO.: _____
 LAST FIRST M.I.

ADDRESS: _____
 STREET CITY STATE ZIP CODE

FORMER ADDRESS (IF AT CURRENT ADDRESS LESS THAN ONE (1) YEAR):

_____ STREET CITY STATE ZIP CODE

TELEPHONE #: _____ ALTERNATE TELEPHONE #: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME, OTHER THAN A MINOR TRAFFIC VIOLATION? YES NO Note: Checking "Yes" does not automatically disqualify you from consideration for employment, but will be considered as part of an overall evaluation of your qualifications.

IF YES, DESCRIBE: _____

REFERRAL SOURCE: NEWSPAPER AD PLACEMENT OFFICE RADIO POSTING JOB FAIR EMPLOYMENT OFFICE OTHER

EMPLOYMENT DESIRED/AVAILABILITY

DESIRED POSITION: _____ HAVE YOU EVER WORKED OR PREVIOUSLY APPLIED FOR EMPLOYMENT WITH THE CITY OF PATASKALA? YES NO

ARE YOU 18 YEARS OR OLDER YES NO IF YES, WHEN: _____

DESIRED STATUS: FULL-TIME PART-TIME OTHER _____ EXPECTED SALARY: _____

IF YOU ARE OFFERED AND ACCEPT A JOB, CAN YOU SUBMIT PROOF OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES NO

TO HELP BETTER MATCH YOUR AVAILABILITY WITH THE POSITION BEING APPLIED FOR, STATE YOUR GENERAL AVAILABILITY:

DAY	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
FROM A.M.							
TO P.M.							

DO YOU HAVE A CURRENT VALID DRIVER'S LICENSE? YES NO

EDUCATIONAL BACKGROUND

DO YOU HAVE ANY PROFESSIONAL LICENSES? YES NO IF YES, TYPE: _____ NO.: _____ EXP.: _____
 TYPE: _____ NO.: _____ EXP.: _____

ARE YOU CURRENTLY A STUDENT? YES NO

	SCHOOL/LOCATION	NO. OF YRS. COMPLETED	DEGREE RECEIVED	COURSE OF STUDY
HIGH SCHOOL/GED				
BUSINESS/ VOCATIONAL SCHOOL				
COLLEGE				
GRADUATE SCHOOL				

ADDITIONAL SKILLS, TRAINING, QUALIFICATIONS

EMPLOYMENT HISTORY

Please list the last five (5) years of your employment history, starting with your present employer. Attach additional sheets if necessary.

COMPANY NAME, ADDRESS, TELEPHONE NUMBER	
DATES OF EMPLOYMENT	BEGINNING AND ENDING WAGES
POSITION(S) HELD AND DUTIES PERFORMED	
REASON(S) FOR LEAVING	
NAME OF SUPERVISOR	MAY WE CONTACT? IF NOT, WHY?
COMPANY NAME, ADDRESS, TELEPHONE NUMBER	
DATES OF EMPLOYMENT	BEGINNING AND ENDING WAGES
POSITION(S) HELD AND DUTIES PERFORMED	
REASON(S) FOR LEAVING	
NAME OF SUPERVISOR	MAY WE CONTACT? IF NOT, WHY?
COMPANY NAME, ADDRESS, TELEPHONE NUMBER	
DATES OF EMPLOYMENT	BEGINNING AND ENDING WAGES
POSITION(S) HELD AND DUTIES PERFORMED	
REASON(S) FOR LEAVING	
NAME OF SUPERVISOR	MAY WE CONTACT? IF NOT, WHY?

IF YOU HAVE BEEN UNEMPLOYED FOR MORE THAN ONE (1) MONTH, PLEASE INCLUDE AS PART OF YOUR EMPLOYMENT HISTORY.

PROFESSIONAL/CHARACTER REFERENCES

Name/Title	Address	Telephone Number	Yrs. Acquainted

PLEASE READ THE FOLLOWING STATEMENTS BELOW. BY SUBMITTING THIS APPLICATION, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THE STATEMENTS BELOW.

I affirm that the information provided by me on this application for employment is true, complete and correct to the best of my knowledge. I understand that any false statement given on this application for employment may be considered just cause for my immediate dismissal. I authorize investigation of all information related to items listed on this application for employment and release all persons, schools, companies, corporations and other agencies to provide information concerning my background.

I acknowledge that I, voluntarily and of my own free will, have applied for employment with the City of Pataskala with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures may include, but are not limited to, interviews, criminal record checks, driving record checks, polygraph examinations, written testing, reference checks, background investigations, psychological evaluations, medical examinations, and drug testing. I hereby understand that I would not be required to actually participate in a psychological evaluation, medical examination, and drug testing until after I have reached a conditional offer of employment. I also acknowledge that I may also be subject to other screening procedures, not specifically listed above. I further acknowledge that any such screening procedures, as reasonably required by the City of Pataskala, are a prerequisite to my appointment to a position with the City of Pataskala.

I further acknowledge that the City of Pataskala cannot guarantee the confidentiality of the results of, or information obtained through, the aforementioned screening procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment related documents, with the exception of medical records, maintained by the City of Pataskala related to the aforementioned screening procedures do not appear to fall within the enumerated exceptions.

I further understand that the City of Pataskala has a commitment to maintain an alcohol and drug free workplace and unless prohibited by law, I may be required to submit to a drug test for the illegal use of controlled substances if I am offered a position. The illegal use of controlled substances will result in disqualification from consideration for employment and any offer of employment withdrawn. If I am employed, I acknowledge that I may be required to submit to alcohol and/or drug testing under certain circumstances.

I understand that if I am employed, I will be an employee at-will, that my employment is for no definite period of time and that I may resign or be terminated at any time without prior notice or cause and the terms and conditions of my employment can be changed at any time.

DATE

SIGNATURE

CHECK HERE IF RESUME IS ATTACHED:

Affirmative Action Voluntary Information

Completion of information below is voluntary.



City of Pataskala
621 W. Broad Street
Suite 2B
Pataskala, Ohio 43062

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is *not* a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Please Print

Position(s) applied for _____ Date ____/____/____

Referral Source

Walk-in Government Employment Agency Private Employment Agency
 Employee Relative School
 Advertisement – Source _____ Other _____

Name of person who referred you IF APPLICABLE _____

Applicant Information

Name _____ Telephone # (____) _____
Last First Middle

Address _____
Street City State Zip Code

Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

American Indian / Alaskan Native Hispanic / Latino (White race only) White Black / African American
 Native Hawaiian / Other Pacific Islander Hispanic / Latino (all other races) Asian

For Administrative Use Only

Position(s) applied for Available Not Available Other

Other positions considered for _____

Hired Yes No

Position hired for _____ Date of hire ____/____/____

From the EEO job classifications listed below, which one best describes the position filled?

Officials and Managers Sales Workers Operatives (semi-skilled)
 Professionals Office and Clerical Workers Laborers (unskilled)
 Technicians Craft Workers (skilled) Service Workers

Notes _____

Completed by _____ Date ____/____/____