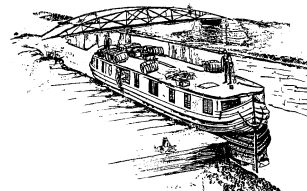




Date Received: \_\_\_\_\_ @ \_\_\_\_\_ a.m. / p.m.  
**Village of Spencerville**  
116 South Broadway  
Spencerville, Ohio 45887-1267  
Phone (419) 647-6263  
Fax (419) 647-6980



On The Banks of the Miami-Erie Canal

## Application for Employment

(Please Print)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: \_\_\_\_\_

### I. Personal Information

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

Present Address \_\_\_\_\_

Permanent Address (if different than above) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Telephone \_\_\_\_\_

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**Position Applied for:** \_\_\_\_\_

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify: \_\_\_\_\_

2. Do you have any relatives who are presently (or have formerly been) employed by (Company)? \_\_\_\_\_

3. How were you referred to (Company)? \_\_\_\_\_

4. Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

## II. Educational History

School Name/Location	Years Completed	Degree/Diploma
Elem/Jr. High _____		
High School _____		
College _____		
Tech. Training _____		
Other _____		

## III. Employment Record *Please include all employment for the last five years.*

1.	_____ Company Name (Current or Most Recent Employer)	_____ Position Held
	_____ Address	Dates Employed: _____ From To
	_____ Manager / Supervisor	_____ Telephone Wage/Salary
	_____ Reason For Leaving	
2.	_____ Company Name	_____ Position Held
	_____ Address	Dates Employed: _____ From To
	_____ Manager / Supervisor	_____ Telephone Wage/Salary
	_____ Reason For Leaving	
3.	_____ Company Name	_____ Position Held
	_____ Address	Dates Employed: _____ From To
	_____ Manager / Supervisor	_____ Telephone Wage/Salary
	_____ Reason For Leaving	

**NOTE:** Use a separate sheet to list additional employers, if necessary . We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

_____ (Employer's Name)	_____ Reason
_____ (Employer's Name)	_____ Reason

#### IV. References *Please do not include relatives or former employers.*

1.	<hr/>	<hr/>
	Name	Years Known
	<hr/>	<hr/>
	Address	Telephone
	<hr/>	
	Occupation	
2.	<hr/>	<hr/>
	Name	Years Known
	<hr/>	<hr/>
	Address	Telephone
	<hr/>	
	Occupation	
3.	<hr/>	<hr/>
	Name	Years Known
	<hr/>	<hr/>
	Address	Telephone
	<hr/>	
	Occupation	

#### V. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work? 

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2. Do you have any objection to working overtime? 

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 Yes 

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 No
3. Can you work overtime without prior notice? 

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 Yes 

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 No
4. Can you work on Saturday? 

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 Yes 

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 No
5. Can you work on Sunday? 

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 Yes 

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 No
6. Can you travel if required by this position? 

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 Yes 

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 No

#### VI. Background Research Release

##### 1. Consent to Conduct Background Investigation

As a condition of and in consideration for the Village of Spencerville's consideration of this employment, I hereby give permission to the Village of Spencerville to investigate my personal and employment history and my driving record. I further understand that the Village of Spencerville may investigate my driving record on an ongoing basis. I understand that this background investigation will include, but not be limited to, verification of all information on this application, interviews with past employers, healthcare providers who have attended me, school officials from those schools I have attended, courts and credit bureaus. I further give permission to the Village of Spencerville to conduct this investigation and to discuss the results of this investigation in connection with my application for employment. I also recognize the right of the Village of Spencerville to periodically perform additional checks of my criminal, medical, motor vehicle and/or financial records as a condition of my continued employment with the Village of Spencerville.

##### 2. Consent to Contact Past Employers

I hereby give permission to the Village of Spencerville to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with the Village of Spencerville, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of the

Village of Spencerville. I further waive all rights I may have under state law to receive a copy of any written statement provided by any of my former employers to the Village of Spencerville. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

3. **Consent to Contact Government Agencies**

I hereby give permission to any agent, attorney or representative of the Village of Spencerville to receive a copy of any information obtained in the file of any federal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information, I hereby delegate the Village of Spencerville as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honesty, integrity and/or abilities.

4. **Cooperation with Investigation**

I agree to fully cooperate in the Village of Spencerville's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

5. **Falsification Statement**

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or, if discovered after an offer of employment, for immediate dismissal.

6. **Employment "At Will"**

In consideration of my employment, I agree to conform to the rules and regulations of the Village of Spencerville, and my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time; at the option of either the Village of Spencerville or myself, except as otherwise provided by law. I understand that no manager or representative of the Village of Spencerville, other than the Legislative Body (Mayor and Council), has authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the Legislative Body (Mayor and Council) of the Village of Spencerville.

7. **Consent to Drug and/or Alcohol Testing**

I hereby give consent to the Village of Spencerville to perform or cause to be performed, tests of my blood and/or urine to determine my possible usage of prohibited substances. If accepted for employment, I agree to take random drug and/or alcohol tests whenever requested by the Village of Spencerville. I further understand that the taking of such tests is a condition of my continued employment with the Village of Spencerville.

## VII. Authorization and General Release

By signing below, I hereby certify that all of the statements made by me on this application for employment are true, correct and complete to the best of my knowledge. I further acknowledge that I have read and understand the terms and conditions of this entire application for employment, and that I agree to abide by all provisions of this application.

\_\_\_\_\_  
Applicant Name (Printed)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Administrator

\_\_\_\_\_  
Date