

# Wayne Township, Butler County Employment Application

5967 Jacksonburg Road, Trenton, Ohio 45067

Date Application Made: \_\_\_\_\_

To ensure acceptance and consideration, print clearly and legibly, completing all areas.

Position applying for: \_\_\_\_\_ Expected wage/salary: \_\_\_\_\_ per hour

Check one: Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_ Seasonal : \_\_\_\_\_ Temporary: \_\_\_\_\_

Specify days and hours you are available if other than Full-time: \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when: \_\_\_\_\_

If your application is considered favorably, when would you be available for work? \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First M.I.

Current Address: \_\_\_\_\_ How Long There? \_\_\_\_\_  
Street City Zip

Past Address: \_\_\_\_\_ How Long There? \_\_\_\_\_  
Street City Zip

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone/Beeper: (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ / State: \_\_\_\_\_ / Expires: \_\_\_\_\_

Are you a United States Citizen? \_\_\_\_\_. If no, are you legally eligible for employment in the US? \_\_\_\_\_

## RECORD OF EDUCATION AND/OR CONTINUED LEARNING

Name & Address of School or Institution of Learning	Course of Study	Last Year Completed (1, 2, 3, 4, etc.)	Diploma, Degree, or Certificate Received
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High school			

College			

Other			

**EMPLOYMENT EXPERIENCE**

**IMPORTANT:** List last 10 years of working history (if applicable) beginning with the most recent employer. If necessary, attach additional information. Omission of information is grounds for non-consideration. Failure to provide requested information will preclude you from consideration.

From: \_\_\_\_\_ To: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Brief Description of Work Duties: \_\_\_\_\_  
Current/Ending Wage: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone number: (\_\_\_\_) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Brief Description of Work Duties: \_\_\_\_\_  
Ending Wage: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone number: (\_\_\_\_) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Brief Description of Work Duties: \_\_\_\_\_  
Ending Wage: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone number: (\_\_\_\_) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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Describe gaps in employment of three (3) months or more: \_\_\_\_\_

May we contact the employers above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact:  
\_\_\_\_\_

List Any Specialized Skills: \_\_\_\_\_

List any special experience, skills, associations, offices held, or qualifications you feel would especially fit with the position for which you are applying. Exclude information which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have friends or relatives who work for **Wayne Township**?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please state name and relationship:

\_\_\_\_\_

**MILITARY SERVICE**

Were you in the armed forces? Yes \_\_\_\_\_ No \_\_\_\_\_ If "yes", what Branch? \_\_\_\_\_

Dates of duty: \_\_\_\_\_ to \_\_\_\_\_ Rank at discharge: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

Were you honorably discharged? \_\_\_\_\_

**REFERENCES**

List three people not related to you or former employers who you have known at least one year and who have knowledge of your character, experience and abilities.

Name: \_\_\_\_\_ Business / Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Business / Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Business / Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_

**Wayne Township** considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment are available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a representative of our Township in a timely fashion.



**BACKGROUND INVESTIGATION**

Note: A charge or conviction does not automatically mean you cannot be appointed. However, what you were convicted of and how long ago are important. Give all the facts so that a decision can be made.

- 1. Have you ever been convicted of any criminal or traffic violation other than parking violations? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. If the answer to #1 is "yes":
  - a) With what were you charged or convicted? \_\_\_\_\_
  - b) Where were you charged or convicted? \_\_\_\_\_
  - c) When were you charged or convicted? \_\_\_\_\_
- 3. Is your driver's license now under suspension by the State or any Court? Yes \_\_\_\_\_ No \_\_\_\_\_
- 4. If the answer to #3 is "yes":
  - a) Where did the suspension occur? \_\_\_\_\_
  - b) When did the suspension occur? \_\_\_\_\_
  - c) For what reason was your license suspended. \_\_\_\_\_

**CERTIFICATION AND WAIVER**

**READ CAREFULLY, FOLLOWING TO BE COMPLETED AT TIME OF APPLICATION SUBMISSION. FAILURE TO COMPLETE THE FOLLOWING WILL PRECLUDE YOU FROM FURTHER CONSIDERATION.**

Initial and date each paragraph below, confirming that you have read and understood the respective paragraph.

I certify that the information provided in and with this Employment Application is true, correct and complete. I agree that, if I am employed, **Wayne Township** may terminate my employment for any false or misleading statements or omissions in this application, whenever they may be discovered. I understand that an investigative consumer report may be made concerning my character, general reputation, personal characteristics and code of living. Upon written request within a reasonable period, I may obtain from **Wayne Township** a written disclosure of the nature and scope of any investigation requested. Initials \_\_\_\_\_ Date \_\_\_\_\_

I hereby authorize those parties to whom this document (or a reproduction of this document) is presented to make full disclosure of all records, reports, and related documents or information that would reflect favorably or unfavorably upon my application for employment with **Wayne Township**. In addition, I authorize those parties to conduct pre-employment investigation and examinations; not limited to a credit check, drug and alcohol testing, polygraph, pre-employment physical, and psychological examination. I also specifically waive any right I may have to written notice from any former employer, references, or schools before the release of my employment information to **Wayne Township**. Initials \_\_\_\_\_ Date \_\_\_\_\_

I agree that, if hired, my employment is for no definite period; my employment may be terminated any time for any reason by either **Wayne Township** or me. I agree that **Wayne Township** can only change this in writing and that any statement to the contrary is not binding. Initials \_\_\_\_\_ Date \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby give my consent to an investigation of my professional and personal background by **Wayne Township** in connection with any information given by me on this application for employment. I understand that this will include an investigation of my past educational and **employment** records as well as a check of my past criminal record and status of my driving record. I have read the above and it is fully understood by me.

Date: \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(background investigation purposes ONLY)

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_