

Employment Application City of Heath



Return completed form to:
City of Heath
1287 Hebron Road
Heath, Ohio 43056
740/522.1420

City of Progress * Citizens with Pride

Position applying for: _____

Name: _____
Last First Middle

Mailing Address: _____
Street/Apt # City/State/Zip

Are you a Heath resident? Yes No If yes, how long? _____

Telephone #: Home (____) _____ Alternate: (____) _____

Social Security Number: _____

Do you have legal authorization to work in the United States? Yes No

Do you have relatives currently employed by the City of Heath? Yes No

If yes, who? _____ Relationship: _____

Do you have a valid Ohio Driver's License? Yes No If yes, DL# _____

Military Service Information

Branch of Service: _____ Type of Separation: _____ From: _____ To: _____

Highest Rank Achieved _____ Job Title: _____

Duties: _____

Reserve or National Guard Status: _____

Employment History

Account for all time for the past ten (10) years, including periods of unemployment. You MUST indicate the name used if it is different than the signature on this application. Begin with your present position or occupation. If you need more room, use a separate sheet of paper. A resume is both welcomed and urged in addition to completion of this application. It will become an official part of this application.

A. Company Name _____
Company Address _____
Supervisor's Name _____
Employment date from: month _____ year _____ to month _____ year _____
Salary: \$ _____ per hour month year
Your Title: _____ Your Duties: _____

Reason for leaving: _____ May we contact: Yes No

B. Company Name _____
Company Address _____
Supervisor's Name _____
Employment date from: month _____ year _____ to month _____ year _____
Salary: \$ _____ per hour month year
Your Title: _____ Your Duties: _____

Reason for leaving: _____ May we contact: Yes No

C. Company Name _____
Company Address _____
Supervisor's Name _____
Employment date from: month _____ year _____ to month _____ year _____
Salary: \$ _____ per hour month year
Your Title: _____ Your Duties: _____

Reason for leaving: _____ May we contact: Yes No

D. Company Name _____
Company Address _____
Supervisor's Name _____
Employment date from: month _____ year _____ to month _____ year _____
Salary: \$ _____ per hour month year
Your Title: _____ Your Duties: _____

Reason for leaving: _____ May we contact: Yes No

Education

Circle highest grade of school completed: 1 2 3 4 5 6 7 8 9 10 11 12 Post Secondary

	Dates attended	Did you graduate? Yes or no	Course of Study	Degrees, credits earned, other awards
High School: _____ Address: _____ City, State, Zip _____				

College: _____ Address: _____ City, State, Zip _____				
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Special Licenses

Current special licenses (i.e. boiler operator, teacher, chauffeur, etc): _____

Ohio Commercial Driver's License: Yes No If yes, DL# _____

Other: _____ State: _____ License #: _____

References

Do *not* list relatives or past employers previously listed in "Employment History".

Name	Address	Daytime Telephone Number
1. _____	_____ Street Address _____ City, State, Zip	() - _____
2. _____	_____ Street Address _____ City, State, Zip	() - _____
3. _____	_____ Street Address _____ City, State, Zip	() - _____

Please list any additional knowledge, skills, and abilities not previously discussed which may be of a qualifying nature or helpful to you in establishing your eligibility. Include any projects, hobbies, community or volunteer activities, etc.

Attention: Read the following statement before signing this document

As an applicant for employment with the City of Heath, Ohio, I understand and agree that the City may make a thorough investigation of my past employment and activities. This may include, but is not limited to, a motor vehicle operator's license inquiry and police investigation. I understand the Heath Police Department has a strict tattoo/piercing policy. I hereby release you, your organization, or others from any liability or damages, which may result from exchange of the information requested.

I also certify that all statements contained herein or at any step of the employment process are true, complete, and correct to the best of my knowledge. I understand a false answer may be grounds for dismissal from employment of the City of Heath.

Signature

Date

An Equal Opportunity/Affirmative Action Employer