

Employment Application Form

Application Date

Interview Date

General Information

Last Name First Name Initial Social Security No.

Address Home Telephone

City, State, Zip Message Telephone

Position Applied For Salary Desired

Date Available Hours Available
☐ FULLTIME ☐ PARTIME ☐ TEMPORARY ☐ PERMANENT

Are you able to perform the essential job functions of the position you are applying with or without reasonable accommodations? ☐ YES ☐ NO If hired, will you be able to work overtime? ☐ YES ☐ NO

Are you at least 18 years of age? ☐ YES ☐ NO If under 18, do you have a work permit? ☐ YES ☐ NO

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? A yes response does not automatically disqualify your application. If yes, please explain. ☐ YES ☐ NO

Education Information

School Address Major Studies Degree, Diploma, License or Certificate (list type and date)

High School

Vocation/Business/Other

College/university

College/university

Graduate

Other Special Knowledge, Skills or Qualifications (list any construction or manufacturing equipment, office skills, technical equipment or training)

Military Service (list dates, ranks and training)

For Clerical Applicants Only:

Do you type? ☐ NO ☐ YES: _____ WORDS PER MINUTE

Computer Skills (hardware/software)

Employment History

List all employers, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

Most Recent Employer Is this your current employer? ☐ NO ☐ YES May we contact this employer for references? ☐ NO ☐ YES

Employed From Employed To Job Title Starting Salary Ending Salary

Employer Name Employer Address Supervisor's Name Supervisor's Phone

Job Duties and Responsibilities

Reason for Leaving

Next Most Recent Employer

Employed From Employed To Job Title Starting Salary Ending Salary

Employer Name Employer Address Supervisor's Name Supervisor's Phone

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Other Information

Volunteer Activities (list organization, type of service, dates)

Hobbies, Interests (optional)

Certification and Authorization

The above information is true and correct.

I authorize the Company to inquire into my education, past employment history, and references as needed to research my qualifications for this position.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for the completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date

WCSO/WCJC Records Check
1960 East Gypsy Lane Road, Bowling Green, Ohio 43402

Please print the following information:

Today's Date: _____ **Your Signature:** _____

Name of Person the check is being completed on:

(Last Name) (First Name) (Middle Name)

(Maiden Name/Alias) if applicable

(Home Street Address, City, State, and Zip Code)

(Social Security Number)

(Date of Birth)

Check the box that applies:

Please return record check to me by mail ☒

I will return to pick up the record check ☐

PLEASE RETURN COMPLETED FORM & FINDINGS TO:

VILLAGE OF BRADNER

130 N Main St.

PO BOX 599

BRADNER, OH 43406

Responses provided to this request are based upon identifying data provided by the requestor. If such identifying data is incorrect, the corresponding response may be inaccurate. Questions regarding disposition of an arrest may be obtained through the court of record. In order to obtain further arrest information, the requestor may also submit an original set of fingerprints to the Bureau of Criminal Identification and Investigation in care of the Civilian Background Check Unit.

Do not mark below this line, for office personnel only

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- ☐ Record of Incident/Incidents
 - ☐ Record of Warrant Activity
 - ☐ Record of Arrest/Arrests
 - ☐ Record of Jail Bookings/Incarcerations
 - ☐ Registered Sex Offender
 - ☐ See Attached Printout
 - ☐ No Record Found