

Date received _____

**NEWARK TOWNSHIP TRUSTEES
BOX 343, NEWARK, OH 43058-0343
APPLICATION FOR EMPLOYMENT**

**Print Clearly. Press firmly and answer all questions
Attach supplemental pages if necessary.**

1. Name _____
Last First Middle Initial

Have you ever been known under any other name Yes/No? Other name _____

Address _____
Street City State Zip Code

2. Telephone Number _____
Home Alternate_

E-mail Address _____

3. Social Security Number _____ - _____ - _____ Class Lic. _____
Driver's License No. _____ State _____ D__ CDL__ Exp Date _____

4. Position or type of work for which you are applying _____

5. When will you be available? _____

6. Applying for: Full-time _____ Part-time _____ Volunteer _____

7. Have you worked for Newark Township _____, the State of Ohio _____, or any other political
subdivision _____ before? If yes, when? _____
Name/Address _____

8. Are you a citizen of the United States? Yes ___ No ___

9. Do you have legal authorization to work in the U.S.? Yes ___ No ___ N/A ___

10. Emergency Contact: Relationship _____
Name: _____ Telephone No. _____
Address: _____

11. Have you been convicted of any crime, including any traffic violations that are charged as a felony, within the past ten years? Yes _____ No _____.

If yes, please describe in full: _____

Criminal convictions are not necessarily a bar to employment; each case will be reviewed on an individual basis.

12. Military Service Information – Branch of Service: _____

Type of Separation _____ Served from: _____ To: _____

Highest Rank Achieved _____

Job Title _____ Duties _____

Reserve or National Guard Status _____

An individual’s past, present or future uniformed service duty or obligation will not be a negative factor in any hiring decision. This includes members of the Reserve and National Guard, veterans, and those who report for enlistment or entry testing.

13. Employment History - Account for ALL TIMES for the past TEN years, including periods of unemployment. INDICATE NAME USED IF OTHER THAN SIGNATURE ON THIS APPLICATION. Begin with **PRESENT** position or occupation.

In addition, list any other QUALIFYING experience PRIOR to last 10 years. (If you need additional 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. Employer Name and telephone no.: _____

Employer Address: _____
Street City State Zip

Supervisor’s Name _____ Hourly wage _____

Your job title _____ from _____ to _____ May we contact? Y ___ N ___

Duties _____

Reason for Leaving, if not currently employed _____

B. Employer Name and telephone no. _____

Employer Address: _____
Street City State Zip

Supervisor’s Name _____ Hourly wage _____

Your job title _____ from _____ to _____ May we contact? Y ___ N ___

Duties _____

Reason for Leaving _____

15. Please explain any additional knowledge, skills and abilities not previously discussed which may be of a qualifying nature or helpful to you in establishing your eligibility for employment. Include projects, hobbies, community or volunteer activities, etc. Exclude those that would indicate race, color, religion, or national origin.

16. For positions in the Fire and EMS department complete the following for any certifications.

Type of Certification	Certification No.	Expiration Date	Copy Attached
-----------------------	-------------------	-----------------	---------------

17. Attention: Read the following statement before signing this application:

- A. I understand that this is an application and is not intended to be a contract of employment. I also understand that this application does not obligate Newark Township in any way should the Township decide to employ me.

- B. I understand and agree that Newark Township, its authorized representative, agent, or employee 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 record check, a criminal background check, as well as verification of past employment and qualifications. I authorize any law enforcement agency, previous employers or educational institutions specified by me in this application to release any and all information, personal or otherwise, that may or may not be on their records to the Township. I release all law enforcement agencies, previous employers and educational institutions from any and all liability to me arising out of the release of such information.

- C. I understand that employment pursuant to this application may be conditioned upon my passing a physical examination in order to evaluate my capability of performing my expected job duties, and upon successfully passing a drug screen. I hereby authorize my current physician and/or other person who has attended, examined, or tested me to release

personal health information related to physical examinations and drug screens requested by Newark Township.

- D. I hereby release Newark Township, its agents, and employees from any and all liability or damages, which may result from exchange of all information requested pursuant to this application. I certify that all statements contained herein or provided to Newark Township in response to this application for employment are true and complete to the best of my knowledge. I understand that a false answer or material omission may be grounds for immediate dismissal from employment with Newark Township regardless of when the information is discovered.

Signed

Date

Subscribed and duly sworn before me according to law, by the above named applicant this ____ day of _____, 20__ at _____

Notary Public

My Commission Expires

This application must be notarized prior to acceptance by Newark Township.

An Equal Opportunity/Affirmative Action Employer/Drug Free Workplace