

APPLICATION FOR EMPLOYMENT

**CITY OF TALLMADGE**

46 North Avenue • Tallmadge, Ohio 44278

Phone: 330-633-5011 • Fax: 330-630-4920

civilservice@tallmadge-ohio.org • www.tallmadge-ohio.org

*The City of Tallmadge is an Equal Opportunity Employer. The City of Tallmadge provides equal employment opportunities to all employees and applicants for employment. All otherwise qualified applicants for employment will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetics or any other characteristic protected by applicable law.*

Last Name		First	Middle	Date	
Street Address				Home Phone	
City		State	Zip	Business Phone	
Email				Cell Phone	
Position Desired				<i>For Office Use Only</i>	
Are you legally eligible for employment in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a U.S. Citizen?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you able to perform the essential job function(s) of the position for which you are applying with or without reasonable accommodation(s)?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Did you serve in the U.S. Armed Forces?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what Branch?		
Do you claim Veteran's Preference?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If claiming Veteran's Preference attach a copy of DD 214 or submit a copy to Civil Service office prior to taking Civil Service examination.					
School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree / Diploma / GED
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special training or skills such as computer programs, languages, machine operation, etc.					
<p>By signing below, I certify that I have read, understand and agree to each of the following statements:                  I certify that the information provided in this Application for Employment is true, correct and complete, to the best of my knowledge. I have not knowingly withheld any information that, if known to the City of Tallmadge, would affect my application unfavorably. If employed, any misstatement or omission of fact on this application may result in my dismissal. I will update this information if necessary prior to any offer of employment.</p> <p>I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.</p> <p>I give the City of Tallmadge my permission to conduct any investigation regarding the information contained in my employment application, which the City of Tallmadge think is necessary to determine my qualifications for assuming a job with the City of Tallmadge. I give the City of Tallmadge my permission to contact any former employer, school, college or university, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information personal or otherwise, that such sources may have about my character, general reputation, education, or employment record, and I give my consent to any such source to release to the City of Tallmadge whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability that might result from furnishing any information about me.</p>					
_____ Signature				_____ Date	

# EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

<b>1</b>	Dates From: _____ To: _____	Employer _____	Position Title _____
	Address _____		Telephone _____
	Hours per Week <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Salary _____	Supervisor Name / Email _____
	Duties _____		
	Reason for Leaving _____		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>2</b>	Dates From: _____ To: _____	Employer _____	Position Title _____
	Address _____		Telephone _____
	Hours per Week <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Salary _____	Supervisor Name / Email _____
	Duties _____		
	Reason for Leaving _____		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>3</b>	Dates From: _____ To: _____	Employer _____	Position Title _____
	Address _____		Telephone _____
	Hours per Week <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Salary _____	Supervisor Name / Email _____
	Duties _____		
	Reason for Leaving _____		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>4</b>	Dates From: _____ To: _____	Employer _____	Position Title _____
	Address _____		Telephone _____
	Hours per Week <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Salary _____	Supervisor Name / Email _____
	Duties _____		
	Reason for Leaving _____		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No