

## **Application for Employment**

### Cover Sheet

Thank you for considering employment with the Village of Albany. Please answer all of the following questions in the most complete and truthful manner as possible. Also, please type or legibly print all answers.

If, at any time, you need additional space to answer a question, please use an additional sheet of paper. Write the question out and then answer the question in the fullest manner possible.

When returning your application, please provide all copies of your training certificates and any diplomas, commendations or military discharge papers that would be applicable to the position you are applying for.

Once again, we appreciate your interest in this position and wish you the best of luck through the application process.

VILLAGE of ALBANY, OHIO  
APPLICATION for EMPLOYMENT

Date \_\_\_\_\_

**(A) GENERAL INFORMATION**

Name in Full \_\_\_\_\_

Prior names or alias \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_ Height \_\_\_\_ Weight \_\_\_\_

Have you, or any member of your immediate family been employed by the Village of Albany in the past? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

If so, explain \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a traffic offense? \_\_\_\_\_

If so, please explain and provide dates of the convictions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you willing to submit to voluntary drug testing and a background check? \_\_\_\_\_

Why do you want to be employed by the Village of Albany? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**(B) EDUCATION**

<b>School</b>	<b>Name of School</b>	<b>Length of time attended</b>	<b>Graduated</b>	<b>Course of study</b>
Grammar				
High				
College				
Business				
Other				

Please describe the course work or technical training you have received which will better enable you to perform your job for the Village of Albany:

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If you have received any training not mentioned above, please describe. Include equipment or instruments you operate, or any other skills you possess which better indicate your ability to perform the job for which you are applying:

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**(C) REFERENCES**

Please provide three references that may attest to your moral character and work ethic. Please do not include any current or past supervisors or family members as references.

Name	Address	Phone Number	E-mail if available

**(D) PAST EMPLOYMENT**

Please list all past employers starting at your most recent job and listing them chronologically from that point. If more space is needed, please attach on an additional sheet of paper. Also include any volunteer positions you may have held.

Employer	Address and phone number	Supervisor	Rate of pay	Reason for leaving

Have you ever been fired or asked to resign in lieu of being fired from a place of

Employment in the past? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact your current employer? \_\_\_\_\_

If no, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Do you currently, or have you ever had obligations as a member of the United States  
Armed Forces? \_\_\_\_\_

If yes, please explain. If discharged, please provide a copy of your DD-214 in your  
Application paperwork. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this application, I affirm that all it contains is true, to the best of my knowledge, and I  
may be excluded from any further application processes, current or future, if anything omitted in  
this form is found to be not true.

I also authorize the Albany Police Department to perform a background check on not only my  
criminal and driving background, but also conduct an investigation into my personal,  
employment and credit history.

I also realize that as part of the application process, a drug and or alcohol screening may be  
performed.

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name Printed

\_\_\_\_\_  
Witness Name Signature

\_\_\_\_\_  
Date