

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex (including pregnancy), military status, national origin, disability, age, ancestry, genetic information or any other basis protected by federal, state, and/or local law. We are an equal opportunity employer.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address:		
Full or Part Time?	Date Available:		
Position Applied for:		If Police are you OPOTA certified?	
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for the Village of Albany? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Driver's License Number	State	SSN	

EDUCATION			
High School			
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College			
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other			
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other Notes:			

REFERENCES: <i>(Please list three professional references)</i>	
Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT <i>(Most recent First)</i>		
Company		Phone
Address		Supervisor
Job Title	Starting Salary	Ending Salary
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company		Phone
Address		Supervisor
Job Title	Starting Salary	Ending Salary
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company		Phone
Address		Supervisor
Job Title	Starting Salary	Ending Salary
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

COMPUTER SKILLS *(Check all that apply)*

Computer Skills – check all that apply:

☐ Word Processing☐ Internet☐ Spreadsheet☐ Other☐ Presentation☐ Other☐ Email☐ Other**MILITARY SERVICE**

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, please explain:

ADDITIONAL INFORMATION

Describe any specialized training, certifications, skills or additional information.

RELATED INFORMATION

When answering these questions, please exclude any information that would reveal race, color, religion, sex (including pregnancy), national origin, disability, age, ancestry, genetic information, or other similarly protected status.

To what job-related organizations (professional, trade, etc.) do you belong?

List special accomplishments, publications, awards, etc.

List any relevant volunteer work.

Is there any other job-related information you want us to know about you?

APPLICANT STATEMENT

- ✓ 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 authorize investigation of all statements in this application, attached resume's or information expressed in interviews for employment as may be necessary in arriving at an employment decision.
- ✓ I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Village of Albany, Ohio is of an "at will" nature, which means that the Employee may resign at any time and the Village may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Village of Albany, Ohio
- ✓ I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.
- ✓ 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.
- ✓ I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the Village's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature _____

Date _____