AUBURN TOWNSHIP

EMPLOYMENT APPLICATION INFORMATION

11010 Washington Street, Auburn Township, OH 44023

Adopted 8/20/2018

Please Read The Following Information Before Completing Our Application.

1. There is no guarantee of a job offer or job interview by completing our employment application. Your application will be considered with others who have submitted applications for the same job opportunity, and decisions about interviews will be based on this comparison.

2. Our application form must be completely filled out, signed and dated, or you may not be considered for employment. All questions must be answered appropriately. The application must be completed in its entirety. Responding with "see resume" or "see attached" or "available upon request" is not acceptable.

3. If the information provided on our application cannot be satisfactorily verified by employment reference checks, your application could be considered incomplete.

4. A new application must be completed for any other posted job opportunities.

5. Due to the large number of applications received and the competitive nature of our employment process, specific reasons for employment decisions will not be released.

6. By completing our employment application, you may be subject to the following checks:
   a. Employment reference check from previous employer(s) and from current employer
   b. Criminal record check
   c. Drug screen, alcohol screen, and/or pre-placement physical exam
   d. Abstract Driving Record
   e. Personal references
   f. Educational degrees

7. An offer of employment may be contingent upon the successful completion of a pre-employment drug screen, alcohol screen, background investigation, valid and acceptable driving record, physical, psychological, and polygraph tests.

8. Auburn Township, its representatives, members or agents will contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions to verify the accuracy of information provided in the application.

9. The information contained in your application for employment may be a public record.

APPLICATION FOR EMPLOYMENT
Return to: AUBURN TOWNSHIP BOARD OF TRUSTEES
11010 Washington Street, Auburn Township, OH 44023

We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, ancestry, genetic information or any other similarly protected status

PLEASE PRINT CLEARLY OR TYPE

Posted job opportunity_____ Date of application_____

Do you hold a valid driver's license, if driving is an essential job function? Yes No

Name_____
Last First

Address: _____
Street City State Zip

Telephone: _____ email_____

Are you legally eligible for employment in the United States? Yes No

If under 18, can you furnish a work permit? Yes No

Are you able to meet the attendance requirements of this position? Yes No

Are you able to work overtime if necessary? Yes No

List any relatives or friends who are employed by Auburn Township _____

Have you ever been employed by Auburn Township? _____

How were you referred to this posting? _____

Type of employment desired: full-time part-time temporary intermittent seasonal

Is there any information we would need about your name, or use of another name, for us to be able to check your work record? Please specify: _____
_____

SKILLS AND QUALIFICATIONS EDUCATIONAL BACKGROUND

	School Address and Phone No.	Course of Study	Years Completed	Degree/Diploma Obtained
Name of High School				
Name of Undergraduate College or Trade School				
Name of Graduate or Professional School				
Other (specify)				

Describe briefly the experience, education, training, and other factors that qualify you for the position for which you are applying? _____
_____
_____
_____

LIST YOUR MOST RECENT JOB FIRST. ATTACH ADDITIONAL PAGES TO LIST

ALL JOBS, IF NECESSARY. DO NOT USE "SEE RESUME" OR "SEE ATTACHED" IN LIEU OF COMPLETING THIS APPLICATION.			
Start: Left:	Employer: Address: Supervisor: Phone:	Type of Business: Position/Duties: Reason for Leaving:	Final Rate of Pay
Start: Left:	Employer: Address: Supervisor: Phone:	Type of Business: Position/Duties: Reason for Leaving:	Final Rate of Pay
Start: Left:	Employer: Address: Supervisor: Phone:	Type of Business" Position/Duties: Reason for Leaving:	Final Rate of Pay

Please explain any gaps in employment: _____

_____

REFERENCES: Do not include former employers or relatives.

Name	Address and Telephone	Occupation	Years Known
1.			
2.			
3.			

What date can you start work? _____

Please list any additional information which may be helpful to us when considering your qualifications for the position: _____

_____

Applicant Certification and Agreement

(Signature Required for Application to be Complete):

I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Auburn Township and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from Township service whenever it is discovered. I expressly authorize Auburn Township, its representatives, members or agents the right to investigate and verify any information obtained through the application process. I authorize all individuals, schools, and firms named therein to provide any information requested about me, and I release them from all liability for damage in providing relevant, job related information that will assist in this process.

I recognize that an offer of employment may be contingent upon successful completion of a pre-employment drug screen, alcohol screen, background investigation, valid and acceptable driving record, physical, psychological, and polygraph tests. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Auburn Township at any time. I understand that no representative of Auburn Township is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Appointing Authority.

I understand that a new application must be completed for any future job postings or employment opportunities.

I certify that all information I have provided in order to apply for and obtain employment with Auburn Township is true, complete, and correct.

_____ _____

Applicant Signature (Required) Date Signed