

SPECIAL SKILLS AND TRAINING

Please list the kinds of office equipment or construction equipment you can operate _____

Number of words per minute: Typing _____

If required for the position for which you are applying, please answer the following:

Do you have a valid Ohio Driver's license? Yes _____ No _____

PERSONAL REFERENCES - DO NOT LIST RELATIVES

Name and Occupation	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

FOR POLICE AND FIRE APPLICANTS ONLY

Date of birth _____ Age _____ Height _____ Weight _____

EMPLOYMENT HISTORY

Include military history, part-time, temporary, and seasonal employment

If you need additional space, please use the space for additional or explanatory information below or attach additional pages as requested.

List present or last employer first

1. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary Per	
Ending Salary Per	Reason For Leaving
Account for time between jobs	

2. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary Per	
Ending Salary Per	Reason For Leaving
Account for time between jobs	

3. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary Per	
Ending Salary Per	Reason For Leaving
Account for time between jobs	

Have you ever been convicted of a felony or a misdemeanor in which a fine in excess of \$50 was imposed within the last 10 years? Yes_____ No_____ (This question will not necessarily exclude you from employment, but will be used to weigh the relationship between the offense(s) and the position applied for.) Include convictions of a general court-martial while in the military service.

Use this space for additional or explanatory information or other information you consider relevant for consideration of your application for employment.

The information supplied by me in this application is complete and true to the best of my knowledge and belief. I understand that my misstatement of material facts will cause forfeiture of all my rights to any employment or result in dismissal from employment, if hired, in the service of the Village of Jefferson.

I authorize the release of any job-related information that the Village of Jefferson may request from the above sources including the physician's records which may exist now or in the future. Yes _____ No _____

I understand that I may be required to pass a physical examination to establish my ability to perform certain jobs and my eligibility for certain benefit programs. I understand that my fingerprints and police record will be checked if I am employed in certain sensitive positions.

Date Signed _____ Signature _____

THE VILLAGE OF JEFFERSON IS AN EQUAL OPPORTUNITY EMPLOYER

Your application will be considered solely on merit.