



Village of Ashville  
 P.O. Box 195  
 200 East Station Street  
 Ashville, OH 43103



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We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, sex, religion, handicap, national origin, age, marital or veteran status or in the presence of unrelated medical condition or handicap.

## Employment Application

Date: \_\_\_\_\_

### PERSONAL INFORMATION

Date \_\_\_\_\_ Social Security Number Last 4 # \*-\*-\*--\*--\*--\*--\*--

Name \_\_\_\_\_  
 Last First Middle

Present Address \_\_\_\_\_  
 Street City/Village State Zip

Permanent Address \_\_\_\_\_  
 Street City/Village State Zip

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Referred By (Phone #) \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date You Can Start? \_\_\_\_\_ Salary Desired? \_\_\_\_\_

Are You Employed Now?  Yes  No If So May We Inquire of Your Present Employer?  Yes  No

Ever Applied for Employment with Ashville Before?  Yes  No When? \_\_\_\_\_

### EDUCATION

	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied & Degree(s) Received
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business, or Correspondence School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### GENERAL

Subjects of Special Study or Research Work \_\_\_\_\_

Job Related Skills (typing, driver's license, etc.) \_\_\_\_\_

Activities (Civic, Athletic, etc.), Other Than Religious \_\_\_\_\_

Are you a citizen of the United States?  Yes  No If no, are you authorized to work in the U.S.?  Yes  No

Have you ever been convicted of a felony?  Yes  No If yes, explain: \_\_\_\_\_

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, SEX, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS. REQUESTING RELIGIOUS INFORMATION IS NOT PERMISSIBLE BY LAW

**FORMER EMPLOYERS** List below your last four employers, starting with the last one first.

Date Month & Year	Name, Address, & Phone # of Employer	Salary (upon leaving)	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

May we contact your previous supervisor (s) for a reference?  Yes  No

**REFERENCES** List below three persons not related to you, whom you have known at least one year.

Name	Address, & Phone #	Position	Years Acquainted
1.			
2.			
3.			

**Military Service**

Branch		From:		To:	
Rank at Discharge:		Type of Discharge:			
If other than honorable, explain:					

Under Maryland Law an employer may not require or demand any applicant for employment or prospective employment or an employee to submit to or take a polygraph, lie detector or similar test or examination condition of employment or continued employment, any employer who violates this provision is guilty misdemeanor and subject to a fine not to exceed \$100."

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability."

If you are to be hired by the village, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

**AUTHORIZATION – DISCLAIMER AND SIGNATURE**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Village of Ashville.

I understand that any employment is conditioned on a background check. I authorize the Village of Ashville to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Village, without giving me prior notice of such disclosure. In addition, I release the Village, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Village of Ashville. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Village unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Village of Ashville and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Village the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Village's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Village of Ashville to hire. If hired, I agree to abide by all Village work rules, policies and procedures. The Village retains the right to revise its policies or procedures, in whole or in part, at any time.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_