

CITY OF GENEVA

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
Advertisement	Friend
Employment Agency	Relative
	Walk-In
	Other _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
 Proof of citizenship or immigration status will be required upon employment.

If Yes, give date _____

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address Of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and Extra-curricular activities.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which include race, color, religion, gender, national origin, disabilities or other protected status.

Name of employer: Address: City, State, Zip Code: Phone number:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

If you need additional space, please continue on a separate sheet of paper.

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills Check Skills/Equipment Operated

<input type="checkbox"/> Windows	<input type="checkbox"/> Mac/Apple	<input type="checkbox"/> Internet	Production Mobile Machinery (list):
<input type="checkbox"/> Excel	<input type="checkbox"/> QuickBooks	<input type="checkbox"/> E-mail	_____
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Publisher	<input type="checkbox"/> Fax	_____
<input type="checkbox"/> Adobe	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Typewriter	Other (list) _____
<input type="checkbox"/> WordPerfect	<input type="checkbox"/> PageMaker	<input type="checkbox"/> Calculator	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

___ YES ___ NO

References

1.	_____ (Name) _____ () _____ (Phone)
	_____ (Address)
2.	_____ (Name) _____ () _____ (Phone)
	_____ (Address)
3.	_____ (Name) _____ () _____ (Phone)
	_____ (Address)
4.	_____ (Name) _____ () _____ (Phone)
	_____ (Address)
5.	_____ (Name) _____ () _____ (Phone)
	_____ (Address)

CITY OF GENEVA
APPLICANT RELEASE FORM

I, _____, presently reside at _____,
_____, Ohio has applied for employment with the City of Geneva. I have been advised and am fully aware that a representative of the City of Geneva will be conducting a thorough investigation of my background to assist in determining my suitability for this employment. I realize that, in conducting this background investigation, a city representative will make inquires of; officials and record officers at schools which I have attended; physicians and/or other persons who may have examined or tested me for any physical or other type of illness or injury; police or courts with whom I may have an arrest or conviction record; credit bureaus and/or firms which may have information regarding my credit record and/or financial standing; present and previous employers; BMV records and any other persons who may be able to provide information about me which the City of Geneva desires.

I hereby give my permission and waive all provisions of law forbidding any physician or any other person who has attended me, or any other school official, court, police agency, credit bureau, employer, firm, or person, from disclosing any knowledge or information they have concerning me which is requested or desired by the City of Geneva. I further consent and request that the public safety director of the City of Geneva or his representative is provide with a copy of any such record concerning me, which they may desire.

I recognize the right of the City of Geneva to treat, at its discretion, certain sources as confidential, and its right to withhold from my agent or me the names of such confidential sources, and information obtained there from.

By: _____

Dated: _____

Witnesses:

