



AMBERLEY VILLAGE, OHIO

Equal Opportunity Employer

EMPLOYMENT APPLICATION

Amberley Village provides equal employment opportunities to all qualified persons, consistent with applicable federal, state, and local equal employment opportunity laws prohibiting discrimination based on creed, political affiliation, race, color, religion, national or ethnic origin, disability, age, sex, sexual orientation, gender and gender expression, gender identity including a transgender identity, genetics, military status, or status as a disabled or Vietnam-era veteran. Please answer all questions completely and accurately. All statements in your application are subject to verification. Applications can be mailed or submitted online: **Amberley Village, 7149 Ridge Road, Cincinnati, Ohio 45237; Attention: Village Manager or info@amberlevillage.org.**

Name:

Position Applied For:

First MI Last

Telephone including Area Code:

Home: () -

Cell: () -

E-mail Address:

Mailing Address:

Street

City

State

Zip Code

How did you find out about this position:

☐ Newspaper/Publication: _____

☐ Amberley Village Website

☐ Other: _____

Driver's License:

State Issued: _____ Expiration Date: _____

Number: _____ Class/Type: _____/_____

Social Security Number:

□ □ □ - □ □ - □ □ □ □

PLEASE MARK EITHER YES OR NO TO THE FOLLOWING QUESTIONS.

YES NO

- ☐ ☐ If required, could you work a rotational work schedule?
- ☐ ☐ If required, could you work a schedule other than Monday through Friday?
- ☐ ☐ If required, could you work overtime?
- ☐ ☐ Are you 18 years of age or older?
- ☐ ☐ Do you have any other commitments with another employer or entity that would affect your employment with us? If yes, please explain: _____
- ☐ ☐ Have you ever been discharged or forced to resign from a position?
- ☐ ☐ May we contact your present employer? If not, why? _____
- ☐ ☐ Are you related to any current Amberley Village employee?
- If yes, please list who and relationship: _____

EDUCATION:

Highest Grade Completed in High School: _____
Name & Location of School: _____

City: _____ State: _____

Did you graduate? ☐ Yes ☐ No

If you did not graduate High School, have you passed the
General Educational Development (G.E.D.) Test?

☐ Yes ☐ No

Name of State that awarded G.E.D.: _____

Name of Colleges or Universities Attended: _____

Did you graduate? ☐ Yes ☐ No

Number of Semester Hours Completed: _____

Your Major: _____

Degree(s): _____

WORK HISTORY / MILITARY SERVICE:

(Please list in chronological order starting with your most recent employer. Please complete even if you attach a résumé.)

1 *Your Present or Most Recent Employment:*

From _____ to _____
Month/Day/Year Month/Day/Year

Name of Employer: _____

Phone Number of Employer: () _____ - _____

Address of Employer: _____

Street _____

City _____ State _____ Zip Code _____

Why do you want to leave? _____

Exact Title of Position: _____

Duties: _____

Name & Title of Supervisor: _____

Title of Supervisor: _____

Supervisor's Phone Number: _____

If you supervised staff, how many?: _____

Average Hours Worked per Week: _____ ☐ Part-Time ☐ Full-Time

Salary: \$ _____ ☐ Annual ☐ Hourly

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From _____ to _____
Month/Day/Year Month/Day/Year

Name of Employer: _____

Phone Number of Employer: () _____ - _____

Address of Employer: _____

Street _____

City _____ State _____ Zip Code _____

Why did you leave? _____

Exact Title of Position: _____

Duties _____

Name of Supervisor: _____

Title of Supervisor: _____

Supervisor's Phone Number: _____

If you supervised staff, how many? _____

Average Hours Worked per Week: _____ ☐ Part-Time ☐ Full-Time

Salary: \$ _____ ☐ Annual ☐ Hourly

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From _____ to _____
Month/Day/Year Month/Day/Year

Name of Employer: _____

Phone Number of Employer: () _____ - _____

Address of Employer: _____

Street _____

City _____ State _____ Zip Code _____

Why did you leave? _____

Exact Title of Position: _____

Duties _____

Name of Supervisor: _____

Title of Supervisor: _____

Supervisor's Phone Number: _____

If you supervised staff, how many? _____

Average Hours Worked per Week: _____ ☐ Part-Time ☐ Full-Time

Salary: \$ _____ ☐ Annual ☐ Hourly

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From _____ to _____
Month/Day/Year Month/Day/Year
Name of Employer: _____
Phone Number of Employer: () _____ - _____
Address of Employer: _____
Street _____
City _____ State _____ Zip Code _____
Why did you leave? _____

Exact Title of Position: _____
Duties _____
Name of Supervisor: _____
Title of Supervisor: _____
Supervisor's Phone Number: _____
If you supervised staff, how many? _____
Average Hours Worked per Week: _____ ☐ Part-Time ☐ Full-Time
Salary: \$ _____ ☐ Annual ☐ Hourly

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From _____ to _____
Month/Day/Year Month/Day/Year
Name of Employer: _____
Phone Number of Employer: () _____ - _____
Address of Employer: _____
Street _____
City _____ State _____ Zip Code _____
Why did you leave? _____

Exact Title of Position: _____
Duties: _____
Name of Supervisor: _____
Title of Supervisor: _____
Supervisor's Phone Number: _____
If you supervised staff, how many? _____
Average Hours Worked per Week: _____ ☐ Part-Time ☐ Full-Time
Salary: \$ _____ ☐ Annual ☐ Hourly

Use Additional Pages If Necessary

Please list any other job related experiences, skills, or qualifications which will be of benefit in the job for which you are applying:

Personal References (not former employers or relatives)

	Name & Occupation	Address	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please read and sign the Applicant Statement on Page 4.

APPLICANT STATEMENT

1. I hereby certify that all responses set forth during my employment application process are true and complete. My signature also authorizes Amberley Village or its authorized agents to conduct a thorough investigation of all statements, written and oral, made by me during the employment application process, including without limitation, information concerning my prior employment positions, activities, law enforcement record, and educational background. I hereby authorize all persons, companies or other entities connected with any such informational request, including without limitation, physicians, hospitals, prior employers, and law enforcement agencies to provide any and all information and/or medical records they may have regarding me or my employment. I release and agree to indemnify Amberley Village, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of such investigation, including without limitation, any liability for furnishing information or for taking any action based on the information provided.
2. I understand and agree that any falsification, misrepresentation, incomplete response, or omission either on the employment application form or in my response to questions asked during the interviewing or examination process may disqualify me from further consideration for employment, or if employed by Amberley Village, will subject me to immediate termination, whenever the falsification or omission is discovered. In this regard, where an item is left blank on the employment application, it is because there is no information within its scope.
3. I understand that a chemical test for the presence of illegal and controlled substances may be required before the commencement of and/or during my employment. In addition, I understand I may be required to take a physical examination before starting work if an offer of employment is made. I release and agree to indemnify Amberley Village, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of any physical examination or chemical testing or for the taking of any action based on the results of any physical examination or chemical testing.
4. I certify that I am a citizen of the United States, or, if not, I can provide required documentation permitting me to work in the United States. I understand that providing proof of my identity and employment eligibility is required.
5. I also agree to submit to a polygraph examination, upon request by Amberley Village, as a pre-employment requirement and/or a condition of continuing employment should I be employed by Amberley Village.
6. I understand and agree that nothing contained in Amberley Village employment application or in the granting of an interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or is intended to constitute or to create a contract between me and Amberley Village for either employment or for the providing of benefits. No promises regarding employment have been made to me and I understand and agree that no such promise or guarantee is binding on Amberley Village unless they are expressed promises, made in writing, and signed by the Village Manager or designee.

Online application submissions:

- ☐ *If you are completing and submitting this application online, please check mark the box to the left to verify that you understand and agree to the information contained in the Applicant Statement. Applicants that continue through the selection process will be required to sign this document.*

Applicant's Signature

Date

Print Your Name Here: _____

Please mark with an “X” or list the dates and/or days you are not available to work on the calendar. For example: You may have a vacation scheduled the second week of June, you would then mark an “X” for each of those days in June. Or perhaps you are unable to work certain Weekend Days, you would mark an “X” on those Weekend Days for each month.

Dates not available:

2017 CALENDAR																							
JANUARY								FEBRUARY								MARCH							
M	T	W	T	F	S	S		M	T	W	T	F	S	S		M	T	W	T	F	S	S	
						1				1	2	3	4	5				1	2	3	4	5	
2	3	4	5	6	7	8		6	7	8	9	10	11	12		6	7	8	9	10	11	12	
9	10	11	12	13	14	15		13	14	15	16	17	18	19		13	14	15	16	17	18	19	
16	17	18	19	20	21	22		20	21	22	23	24	25	26		20	21	22	23	24	25	26	
23 30	24 31	25	26	27	28	29		27	28							27	28	29	30	31			
APRIL								MAY								JUNE							
M	T	W	T	F	S	S		M	T	W	T	F	S	S		M	T	W	T	F	S	S	
					1	2		1	2	3	4	5	6	7					1	2	3	4	
3	4	5	6	7	8	9		8	9	10	11	12	13	14		5	6	7	8	9	10	11	
10	11	12	13	14	15	16		15	16	17	18	19	20	21		12	13	14	15	16	17	18	
17	18	19	20	21	22	23		22	23	24	25	26	27	28		19	20	21	22	23	24	25	
24	25	26	27	28	29	30		29	30	31						26	27	28	29	30			
JULY								AUGUST								SEPTEMBER							
M	T	W	T	F	S	S		M	T	W	T	F	S	S		M	T	W	T	F	S	S	
					1	2			1	2	3	4	5	6						1	2	3	
3	4	5	6	7	8	9		7	8	9	10	11	12	13		4	5	6	7	8	9	10	
10	11	12	13	14	15	16		14	15	16	17	18	19	20		11	12	13	14	15	16	17	
17	18	19	20	21	22	23		21	22	23	24	25	26	27		18	19	20	21	22	23	24	
24 31	25	26	27	28	29	30		28	29	30	31					25	26	27	28	29	30		
OCTOBER								NOVEMBER								DECEMBER							
M	T	W	T	F	S	S		M	T	W	T	F	S	S		M	T	W	T	F	S	S	
						1				1	2	3	4	5						1	2	3	
2	3	4	5	6	7	8		6	7	8	9	10	11	12		4	5	6	7	8	9	10	
9	10	11	12	13	14	15		13	14	15	16	17	18	19		11	12	13	14	15	16	17	
16	17	18	19	20	21	22		20	21	22	23	24	25	26		18	19	20	21	22	23	24	
23 30	24 31	25	26	27	28	29		27	28	29	30					25	26	27	28	29	30	31	

Please complete the “SCHEDULE / TIME” you are available to work on each day of the week.

For example: you may only be able to work from 4:00 p.m. to 9:00 p.m. on School Days, but are available anytime on the Weekends so you would write “anytime” for Saturday/Sunday and 4pm to 9pm Monday through Friday.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please list any dates that you are aware of now that you will not be available to work due to sports, vacation, or other planned activities:
