



City of Montgomery, Ohio Application for Employment

TO APPLICANT: We deeply appreciate your interest in our City. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

(PLEASE PRINT PLAINLY)

PERSONAL

Date: _____

Name: _____
Last First Middle

Social Security Number: _____ Telephone: _____

Address: _____
Number & Street City State Zip Code

Are you legally eligible for employment in the USA? YES NO

If hired, you are required to submit proof of your eligibility to work in the USA.

Are you over the age of eighteen? YES NO

If answered NO, hire is subject to verification that you are of minimum legal age.

Position(s) applying for: _____

Were you previously employed by the City of Montgomery? YES NO

If answered YES, specify when: _____

If hired, on what date will you be available to start? _____

Are there any other related experiences, skills, or qualifications that will be of special benefit in the job for which you are applying? _____

Have you been convicted of a major crime (felony)? YES NO

(Do not answer YES if the conviction has been pardoned, annulled, expunged, sealed or impounded by a court)

If YES, please give the conviction date and nature of the offense: _____

(A conviction record will not necessarily bar employment.)

EMPLOYMENT HISTORY

Beginning with your most recent experience, list below present and past employment.

I. Company Name, Company Address & Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
Name of Supervisor:							
Describe the work you did:							
Telephone:							

II. Company Name, Company Address & Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
Name of Supervisor:							
Describe the work you did:							
Telephone:							

III. Company Name, Company Address & Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
Name of Supervisor:							
Describe the work you did:							
Telephone:							

IV. Company Name, Company Address & Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
Name of Supervisor:							
Describe the work you did:							
Telephone:							

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

- Employer I? YES NO
- Employer II? YES NO
- Employer III? YES NO
- Employer IV? YES NO

Signed: _____

RECORD OF EDUCATION

EDUCATION LEVEL	SCHOOL NAME & ADDRESS	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED				DID YOU GRADUATE ?	DIPLOMA OR DEGREE EARNED
			5	6	7	8		
Elementary							<input type="checkbox"/> YES <input type="checkbox"/> NO	
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	
Other (specify)			1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

PERSONAL REFERENCES
(Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

May we telephone you to follow up on this application at home? YES NO

If YES, what is the best time to call? _____

May we telephone you to follow up on this application at work? YES NO

If YES, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts set fourth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the City of Montgomery has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then other only in a writing signed by an officer.

Signature of Applicant