

VILLAGE OF NEW LONDON
115 EAST MAIN
NEW LONDON, OHIO 44851
419-929-4091

APPLICATION FOR EMPLOYMENT

NOTICE: APPLICATIONS FOR EMPLOYMENT WILL BE CONSIDERED FOR A PERIOD OF NINETY (90) DAYS FROM THE DATE OF SUBMISSION. IT IS THE APPLICANT'S RESPONSIBILITY TO RESUBMIT ANOTHER APPLICATION IN ORDER TO RECEIVE CONSIDERATION FOR AN OPENING AFTER THE NINETY (90) DAY PERIOD.

The Village of New London, Ohio is an Equal Opportunity Employer

All candidates will be evaluated on the basis of their qualifications for the job in question. Federal and/or state law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability or handicap, or any other protected status. Please advise us if any accommodations are required to assist you in the application process.

(PLEASE TYPE OR PRINT RESPONSES TO ALL OF THE QUESTIONS CONTAINED IN THE ENTIRE APPLICATION FORM)

Position(s) Applied For: _____ Date of Application: _____
Last Name: _____ First Name: _____ Middle Initial: _____
Other Names Under Which You Have Been Known, If Any: _____
Home Address: _____
City/State/Zip Code: _____
Phone Number Where You Can Normally Be Reached: _____ E-Mail Address: _____
Are You Over 18 Years of Age? Yes: _____ No: _____ Are You Eligible for Employment in the United States? Yes: _____ No: _____
(If offered employment, you will be required to provide documentation pursuant to federal regulations)

EMPLOYMENT HISTORY AND WORK EXPERIENCE

IN THIS SECTION, LIST ALL EMPLOYMENT HISTORY AND WORK EXPERIENCE IN CHRONOLOGICAL ORDER, INCLUDING MILITARY EXPERIENCE. BEGIN WITH YOUR CURRENT EMPLOYER. USE ADDITIONAL PAPER IF NECESSARY. FAILURE TO INCLUDE ALL EMPLOYMENT MAY BE GROUNDS FOR DISQUALIFICATION.

Current Employer: _____
(Enter "None" if unemployed)
May we contact your current employer prior to employment by the Village? Yes: _____ No: _____
Address: _____ Phone: _____
Dates Employed - From: _____ To: _____ Job Title: _____
Supervisor's Name: _____ Beginning pay rate: _____ Ending pay rate: _____
Describe your duties, responsibilities, equipment operated, promotions, etc.:

Why do you want to leave? _____

Previous Employer: _____
(Enter "None" if unemployed)
May we contact your previous employer prior to employment by the Village? Yes: _____ No: _____
Address: _____ Phone: _____
Dates Employed - From: _____ To: _____ Job Title: _____
Supervisor's Name: _____ Beginning pay rate: _____ Ending pay rate: _____
Describe your duties, responsibilities, equipment operated, promotions, etc.:

Why do you want to leave? _____

Previous Employer: _____
(Enter "None" if unemployed)
May we contact your previous employer prior to employment by the Village? Yes: _____ No: _____
Address: _____ Phone: _____
Dates Employed - From: _____ To: _____ Job Title: _____
Supervisor's Name: _____ Beginning pay rate: _____ Ending pay rate: _____
Describe your duties, responsibilities, equipment operated, promotions, etc.:

Why do you want to leave? _____

EDUCATION AND TRAINING

THIS SECTION IS INTENDED TO GIVE THE VILLAGE INFORMATION ABOUT THE EDUCATION AND TRAINING THAT THE APPLICANT HAS COMPLETED, AND TO DEMONSTRATE THE SKILLS, KNOWLEDGE AND ABILITIES OF THE APPLICANT TO PERFORM THE JOB DUTIES OF THE POSITION.

High School attended: _____ Address: _____

Did you graduate? Yes: _____ No: _____ High School Equivalent? Yes: _____ No: _____

Courses pertaining to job applied for: _____

Activities, awards, achievements, etc., related to the position applied for: _____

College or Trade School attended: _____ Address: _____

Did you graduate? Yes: _____ No: _____ Degree: _____

Courses pertaining to job applied for: _____

Activities, awards, achievements, etc., related to the position applied for: _____

PLEASE USE THE FOLLOWING SPACE TO PROVIDE ANY FURTHER INFORMATION ON TRAINING, EDUCATION, SKILLS, ABILITIES HOBBIES, VOLUNTEER WORK, ETC., THAT YOU POSSESS OR HAVE EXPERIENCED THAT MAY BE HELPFUL IN THE EVALUATION OF YOUR APPLICATION.

Do you currently possess a valid State of Ohio Driver's License? Yes: _____ No: _____

Do you currently possess a valid State of Ohio Commercial Driver's Licenses? Yes: _____ No: _____

Do you currently possess any other valid license or certification which may pertain to employment with a municipality? Yes: _____ No: _____

Do you have any commitments (i.e., second job, school, etc.) which might interfere with, or adversely affect, your employment should we select you for a position?

Yes: _____ No: _____ If yes, please explain: _____

PLEASE LIST THREE (3) REFERENCES, WHO ARE NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE (1) YEAR:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY, INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE ANY QUESTIONS REGARDING ONE OR MORE PARAGRAPHS, CONTACT THE VILLAGE BEFORE INITIALING.

1. All Applicants for employment, if given a tentative employment offer, will be required to submit to medical examinations, drug testing, and background checks, and to sign any necessary authorizations therefor, as a condition of final appointment and employment; and all offers of employment are contingent upon the village's receiving satisfactory reports from such procedures.

Initials: _____

2. I understand and accept that it may be necessary for me to sign any waivers necessary to allow the Village to obtain information from my current and former employers, schools and personal references.

Initials: _____

3. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the Village, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

4. I understand and accept that given the duties and responsibilities of the Village, I may be required to work weekends, evening hours, or at other times as determined by the Village, including overtime hours.

Initials: _____

5. I understand and accept that, except for certain limited exceptions expressly set forth in State Statutes, all employment with the Village of New London, Ohio is "at will," and that employees serve at the pleasure of the Village Council.

Initials: _____

6. I hereby certify that the foregoing information is true and complete to the best of my present knowledge; and I authorize the Village of New London to verify its accuracy and obtain any pertinent reference information. I release the Village of New London and any person responding to the Village's inquiries from any and all liability arising therefrom.

Initials: _____

Signature

Date