



APPLICATION FOR EMPLOYMENT

Print Clearly. Press firmly and answer all questions.

1. Name: _____
Last First Middle
2. Address: _____
Street City County State Zip Code
3. Telephone Number: Home _____ Alternate _____
4. A. Social Security Number: _____ B. Email: _____
5. For which position, or type of work, are you applying? A. _____
B. _____ C. _____
6. When will you be available? _____
7. Are you available for: Permanent employment _____ Part-time employment _____
8. Have you worked for the City of Newark, the State of Ohio, or any political subdivision before?
Yes _____ No _____ If yes, when? _____ Which department? _____
9. Do you have legal authorization to work in the United States? Yes _____ No _____
10. Whom shall we contact in case of emergency? Name _____
Address: _____ Phone: _____
11. Have you ever been convicted of a crime for the violation of any law except minor traffic violations within the last 10 years? (An affirmative answer is not an automatic disqualification for employment)
Yes _____ No _____ If yes, please describe in full: _____

12. MILITARY SERVICE INFORMATION
Branch of Service: _____ Type of Separation: _____
From: _____ To: _____ Highest Rank Achieved: _____
Job Title: _____ Duties: _____

Reserve of National Guard Status: _____
Name, Address, Phone No. of Commander: _____

14. EDUCATION

Circle the highest grade of School completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

	Dates Attended From To (Mo.Yr.) (Mo.Yr.)	Did You Graduate?	Course Of Study	Give Types of Degree, Credits Earned, Or Other Document Awarded
High School _____ Contact _____ Phone No. _____ Address _____ City/State/Zip _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College _____ Contact _____ Phone No. _____ Address _____ City/State/Zip _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College _____ Contact _____ Phone No. _____ Address _____ City/State/Zip _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other _____ Contact _____ Phone No. _____ Address _____ City/State/Zip _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		

15. Clerical Skills: typing _____ wpm _____ ; shorthand/notehand _____ wpm _____ ;
machines _____

16. Current special licenses: (i.e. boiler operator, teacher, chauffeur, etc.)

Ohio Driver's License: yes _____ no _____ Number: _____

Ohio Commercial Driver's License: yes _____ no _____ Number: _____

Other: _____ State: _____ Number: _____

Other: _____ State: _____ Number: _____

17. **REFERENCES:** Do not use relatives, city employees, or past employers previously listed.

Name	Complete Business or Home Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

18. **ADDITIONAL REFERENCES:** (not required) (i.e. city employees or other excluded in 17).

Name	Complete Business or Home Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

19. Please explain any additional knowledge, skills and abilities not previously discussed which may be of qualifying nature or helpful to you in establishing your eligibility, include projects, hobbies, community or volunteer activities, etc..." exclude those that would indicate race, color, religion, national origin, etc."

20. ATTENTION: READ THE FOLLOWING STATEMENT BEFORE SIGNING THIS DOCUMENT

As an applicant for employment with the City of Newark, Ohio, I understand and agree that the City may make a thorough investigation of my past employment and activities. (This may include, but not limited to, a motor vehicle operator, polygraph, psychological test, and police investigation.) I hereby release you, your organization or others from any liability or damages which may result from exchange of the information requested.

I also certify that all statements contained herein, or at any step of the employment process are true, complete and correct to the best of my knowledge. I understand a false answer may be grounds for dismissal from employment of the City of Newark.

Signed

Date

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER