

City of Huber Heights - Application for Employment

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

PLEASE COMPLETE ALL SECTIONS AND EACH QUESTION COMPLETELY AND ACCURATELY

PLEASE PRINT

Position(s) Applied For: _____ Date of Application: _____

How Did You Learn About Us/This Job? (Check One)

Advertisement Friend/Relative City Employee: _____
 Govt. Agency City's Web Site Other: _____

Last Name _____ First Name _____ M. I. _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number(s) _____ Social Security Number _____

Have you ever filed an application with us before? Yes No

If yes, give date(s) _____

Have you ever been employed by the City of Huber Heights? Yes No

If yes, give department/office(s) and date(s) _____

Do any of your friends or relatives work for the City of Huber Heights? Yes No

	Name	Relationship
If yes, please list name and relationship:	_____	_____
	_____	_____
	_____	_____

Are you currently employed? Yes No

If yes, may we contact your current employer? Yes No

Are you prevented from being lawfully employed in the U.S. because of visa or immigration status? (Proof of citizenship/immigration status required for hire) Yes No

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

Have you been convicted of a felony within the last five years? Yes No
(A felony record will only be considered as it relates to the job being applied for)

Date available for work ___/___/____. Are you available: Full-Time Part-Time Temporary

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary				
High School				
College				
Graduate School				
Other (specify)				

Describe any specialized training, apprenticeships, skills, and extra-curricular activities, including any training received in the U.S. military: _____

ADDITIONAL INFORMATION

Specialized Skills: Check if you are proficient in or possess any of the following:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Word processing | <input type="checkbox"/> Dispatching | <input type="checkbox"/> Ohio Peace Officer Cert. |
| <input type="checkbox"/> Spreadsheets | <input type="checkbox"/> Dump truck | <input type="checkbox"/> CDL: (Check all held) |
| <input type="checkbox"/> Data entry | <input type="checkbox"/> Back hoe | <input type="checkbox"/> Class B <input type="checkbox"/> Class A |
| <input type="checkbox"/> Typewriter <input type="checkbox"/> WPM | <input type="checkbox"/> Front loader | <input type="checkbox"/> Tanker Endorsement |

Other Qualifications: Summarize other special skills and qualifications you possess which are related to the position applied for: _____

EMPLOYMENT EXPERIENCE

Start with your current or most recent job. Attach additional pages if necessary. **All sections must be completed.**

Employer	Dates Employed		Work Performed
	From	To	
Address	Tel. Number		
Job Title	Supervisor	Hourly Rate/Salary	
		Starting	
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address	Tel. Number		
Job Title	Supervisor	Hourly Rate/Salary	
		Starting	
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address	Tel. Number		
Job Title	Supervisor	Hourly Rate/Salary	
		Starting	
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address	Tel. Number		
Job Title	Supervisor	Hourly Rate/Salary	
		Starting	
Reason for Leaving			

REFERENCES (persons not related to you)

1. _____
(Name) (Address) (Phone Number)
2. _____
(Name) (Address) (Phone Number)
3. _____
(Name) (Address) (Phone Number)

RELATIVES EMPLOYED BY CITY

DO ANY PERSONS RELATED TO YOU BY BLOOD OR MARRIAGE CURRENTLY WORK FOR THE CITY? ___ YES ___ NO. IF YES, PLEASE COMPLETE THE FOLLOWING:

Relative's Name: _____ Relationship _____
Relative's Name: _____ Relationship _____
Relative's Name: _____ Relationship _____

APPLICANT'S STATEMENTS

READ EACH STATEMENT BELOW AND INITIAL EACH STATEMENT WHICH YOU UNDERSTAND AND AGREE TO ACCEPT:

1. By my signature below, I certify that all answers given in this application are true and complete. I understand that if any information in this application is found to be false or intentionally misleading or excluded, I may be ineligible for further consideration, or if already employed, my employment may be terminated.

Initials: _____

2. I understand that if I am selected for employment, my employment is conditioned upon my passing a pre-employment physical and drug test and may also, depending upon the position I am applying for, be conditioned upon passing a criminal background check.

Initials: _____

3. I understand that if I am employed, I may be required to work evening shift, night shift, weekends, and/or be on-call and be required to work mandatory overtime.

Initials: _____

4. I understand and accept that if driving a motor vehicle is an essential function of any position I might obtain with the City of Huber Heights, my continued employment is conditioned upon my maintaining the operator's license required for such position.

Initials: _____

Date

Applicant's Signature