



APPLICATION FOR EMPLOYMENT

Completed applications may be mailed or dropped off in person to
 Village of Geneva-on-the-Lake
 4929 South Warner Drive
 Geneva-on-the-Lake, Ohio 44041
 Phone: (440) 466-8197 Fax: (440) 466-8911
www.genevaonthelake.org

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

Position applied for: Administrative <input type="checkbox"/> Police <input type="checkbox"/> Firefighter <input type="checkbox"/> Street Department <input type="checkbox"/> Golf Course <input type="checkbox"/> WWTP <input type="checkbox"/> <input type="checkbox"/> Other _____	Date of Application: _____
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Name: _____

Last First Middle Maiden

Present address: _____

Number Street City State Zip

Telephone: () Social Security Number: _____

If under 18, can you provide required proof of your eligibility to work? Yes No

Employment desired: FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY/SEASONAL <input type="checkbox"/> AUXILLARY/VOLUNTEER <input type="checkbox"/>	Please answer the following questions: Have you ever filed an application with us before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give date _____ Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/> May we contact your current employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you currently on "lay-off" and subject to recall? Yes <input type="checkbox"/> No <input type="checkbox"/>
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EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	ADDRESS	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional School				

Other _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Please list two references other than relatives or previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

The Village of Geneva-on-the-Lake is an equal opportunity employer.

MILITARY EXPERIENCE

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

EMPLOYMENT HISTORY

Work Experience Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name.

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address City, State, Zip Code		From To	Start Final
Phone number	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address City, State, Zip Code		From To	Start Final
Phone number	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Work Experience Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name.
 Attach additional sheets if necessary.

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address City, State, Zip Code		From To	Start Final
Phone number	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address City, State, Zip Code		From To	Start Final
Phone number	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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PLEASE READ CAREFULLY

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. Further, I understand that I am required to abide by all rules and regulations of the Village of Geneva-on-the-Lake.

I also understand that the Village of Geneva-on-the-Lake has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Village of Geneva-on-the-Lake is of an "at will" nature, which means that the employee may resign at any time and that we may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the Village of Geneva-on-the-Lake.

Signature of applicant: _____ Date: _____

The Village of Geneva-on-the-Lake is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with us depends solely on your qualifications.

Thank you for completing this application form and for your interest in employment with our village.

FOR PERSONNEL DEPARTMENT USE ONLY	
Arrange Interview <input type="checkbox"/> Yes <input type="checkbox"/> No	
Typing <input type="checkbox"/> Yes <input type="checkbox"/> No _____ WPM	10-key <input type="checkbox"/> Yes <input type="checkbox"/> No
Word Processing <input type="checkbox"/> Yes <input type="checkbox"/> No _____ WPM	
Personal Computer <input type="checkbox"/> Yes <input type="checkbox"/> No	PC <input type="checkbox"/> Mac <input type="checkbox"/>
Other Skills _____	
Bondable <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Employment _____	
Job Title _____	Hourly Rate/ Salary _____ Department _____
By _____	_____
Name and Title	Date
INTERVIEW NOTES	

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