



EMPLOYMENT APPLICATION

Application Information

Please read carefully before completing application

Completing your application

- Incomplete or unreadable applications will not be considered for employment.
- A resume may be attached to the application, but the application must be filled out completely. "SEE RESUME" is not an acceptable response to an application question.
- Make sure you sign your application and verify that all information is complete and accurate.
- Your application is a reflection of you and is the first impression of your work.
- Please submit your completed application for employment, resume, cover letter and any supporting documentation in one of the following ways:

(1) EMAIL

(a) **EMPLOYMENT@MAINEVILLEOH.COM**

(2) MAIL

(a) **VILLAGE OF MAINEVILLE - ATTENTION EMPLOYMENT
8188 SOUTH STATE ROUTE 48
MAINEVILLE, OHIO 45039**

(3) IN PERSON

(a) **VILLAGE OF MAINEVILLE
8188 SOUTH STATE ROUTE 48
MAINEVILLE, OHIO 45039**

DATE/TIME RECEIVED: _____
BY: _____



APPLICATION FOR EMPLOYMENT

The Village of Maineville is an Equal Opportunity Employer

Today's Date: ____/____/____

IMPORTANT INFORMATION - DO NOT PROCEED UNTIL YOU HAVE READ THE BOX BELOW

The Village of Maineville considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected status

Position applied for: _____

How did you learn about us? [] Job Posting Site [] Newspaper [] Walk -In
[] Friend [] Relative [] Village Website [] Social Media [] Other _____

1) Personal Data

LAST NAME	FIRST NAME	MIDDLE NAME
HOME PHONE	DAYTIME PHONE	ALTERNATE OR CELL PHONE
CURRENT ADDRESS	CITY	STATE ZIP
DRIVER'S LICENSE NUMBER	STATE	SOCIAL SECURITY NUMBER

Are you 18 years of age or older? [] YES [] NO
Have you ever filed an application with us before? [] YES [] NO Date: _____
Are you a United States Citizen? [] YES [] NO
Are you legally eligible for employment in the United States? [] YES [] NO



2) EDUCATION

Do you have (Check One) College Degree [] High School Diploma [] G.E.D. Certificate []

HIGH SCHOOL		ADDRESS	
COURSE OF STUDY	YEARS COMPLETED	DIPLOMA, DEGREE OR CERTIFICATE	YEAR GRADUATED
COLLEGE		ADDRESS	
COURSE OF STUDY	YEARS COMPLETED	DIPLOMA, DEGREE OR CERTIFICATE	YEAR GRADUATED
GRADUATE OR PROFESSIONAL SCHOOL		ADDRESS	
COURSE OF STUDY	YEARS COMPLETED	DIPLOMA, DEGREE OR CERTIFICATE	YEAR GRADUATED
OTHER SCHOOL		ADDRESS	
COURSE OF STUDY	YEARS COMPLETED	DIPLOMA, DEGREE OR CERTIFICATE	YEAR GRADUATED

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP PROGRAMS, OR SKILLS THAT APPLY TO THE JOB YOU ARE APPLYING FOR.



3) EMPLOYMENT HISTORY

NAME OF EMPLOYER		ADDRESS		
JOB TITLE	SUPERVISOR'S NAME	CITY	STATE	ZIP
WORKED PERFORMED	BEGINNING SALARY	ENDING SALARY		
REASON FOR LEAVING	BEGINNING DATE	LAST DATE		

NAME OF EMPLOYER		ADDRESS		
JOB TITLE	SUPERVISOR'S NAME	CITY	STATE	ZIP
WORKED PERFORMED	BEGINNING SALARY	ENDING SALARY		
REASON FOR LEAVING	BEGINNING DATE	LAST DATE		

NAME OF EMPLOYER		ADDRESS		
JOB TITLE	SUPERVISOR'S NAME	CITY	STATE	ZIP
WORKED PERFORMED	BEGINNING SALARY	ENDING SALARY		
REASON FOR LEAVING	BEGINNING DATE	LAST DATE		

NAME OF EMPLOYER		ADDRESS		
JOB TITLE	SUPERVISOR'S NAME	CITY	STATE	ZIP
WORKED PERFORMED	BEGINNING SALARY	ENDING SALARY		
REASON FOR LEAVING	BEGINNING DATE	LAST DATE		

Village of Maineville

8188 S. State Route 48 * Maineville, Ohio 45039



4) PRIOR APPLICATIONS

Have you ever applied for or held other Municipal, Township, County or State positions?

YES NO If yes please list below

DATE APPLIED	NAME OF ENTITY	POSITION APPLIED FOR	HIRED Y/N

5) REFERENCES

NAME		HOW LONG KNOWN	
ADDRESS			
CITY	STATE		ZIP CODE
HOME PHONE		BUSINESS OR ALTERNATE PHONE	

NAME		HOW LONG KNOWN	
ADDRESS			
CITY	STATE		ZIP CODE
HOME PHONE		BUSINESS OR ALTERNATE PHONE	

NAME		HOW LONG KNOWN	
ADDRESS			
CITY	STATE		ZIP CODE
HOME PHONE		BUSINESS OR ALTERNATE PHONE	

6) NARRATIVE



Applicant Statement and Signature

I certify that all information I have provided in order to apply for and obtain employment with The Village of Maineville is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with The Village of Maineville and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from Village service, whenever it is discovered. I give The Village of Maineville the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting The Village of Maineville in providing relevant, job related information that will assist in this process. I expressly authorize, without reservation, The Village of Maineville, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding The Village of Maineville, it agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me. I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by The Village of Maineville at any time. I understand that no representative of The Village of Maineville is authorized to make any assurance to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

By signing my full name, I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Full Name: _____ Date: ____/____/____