

Olmsted Township



Established 1814

Employment Application

Name: _____

Department: _____

Position
Desired: _____

Date: _____

Olmsted Township

Employment Application

26900 Cook Road
Olmsted Township, Ohio 44138
(440) 235-3051

Name _____ Social Security Number _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone Number _____ Other Phone Number _____

Position Desired _____ Salary Desired _____

Have you ever been employed for Olmsted Township? _____ If yes, when? _____

How did you hear about the opening? _____

Desired Schedule

Full Time _____ Part Time _____ Earliest Start Date _____

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Please list desired schedule here.							
Please list unavailable times here. (Excluding holidays)							

If applying for a position that may involve driving or operating a township vehicle, please supply the following information.

License Number _____ State _____

Do you currently hold a commercial driver's license? _____

List all moving violations and accidents in the last three (3) years. _____

Have you been convicted of a felony in the last seven (7) years? _____ If yes, describe: _____

Are you legally employed within the United States of America? (After hire proof will be required.) _____

Will you be able to perform the essential duties of the position for which you are applying, with or without reasonable accommodations? _____ If applicable, please identify what accommodation(s) would be needed to enable you to perform the essential job duties. _____

Educational and Employment Background

Education			
	Name and Location	Degree/Major	Did you Graduate?
High School			
Vocational School			
Business School			
College			

Work Experience - Start with current or most recent job first. (Include 10 years.)					
Starting Date	Ending Date	Employer	Job Title	Last Salary	Reason Left

Military	Duties
Military Branch	

Please use the space below to summarize any special skills or qualifications you would like us to know about.

References					
Name	Contact #	Address	Job Title	Personal/Work	Years Known

Release

Please read and sign below:

In the event of my employment with Olmsted Township, I will comply with all the rules and regulations as set forth in any and all of Olmsted Township's policies, procedures, handouts, and other communications distributed to employees. I also authorize the companies, schools, or other persons named to give any information they may have regarding me, whether or not it is in their records. I hereby release said companies, schools, or persons from all liability for any damage issuing from this information. I understand applicants hired are employed on an "AT-WILL" basis. As an AT-WILL employee, my employment can be terminated at any time, with or without cause, at the option of Olmsted Township or myself. I understand and further agree that no policies or practices of Olmsted Township, either written or oral, may modify such AT-WILL employment status. Any agreement involving an AT-WILL employee for employment for any specified period of time, or any agreement contrary to the foregoing, must be in resolution form and passed by majority at a public trustee meeting.

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that falsification will result in the immediate termination of my employment with Olmsted Township. I hereby acknowledge that I have read, understand, and agree to the above statements.

Applicant's Signature

Date

Olmsted Township is an Equal Employment Opportunity Employer and will make reasonable accommodations for known disabilities and handicaps.

Olmsted Township

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