

City of Fairfield
5350 Pleasant Avenue
Fairfield, OH 45014

Revised 2/18/16

APPLICATION FOR EMPLOYMENT

Position applied for _____ Date of application _____

Name _____ Social Security # _____
 LAST FIRST MIDDLE

Address _____
 STREET CITY STATE ZIP CODE

Telephone # (____) _____ Mobile/Pager # _____ E-mail Address _____

Are you under 18? Yes No If you are under 18, and it is required, can you furnish a work permit? Yes No
 If no, please explain _____

Were you ever employed here before? _____ If yes, when?/position? _____

Do you have a family member or acquaintance who is a current employee of the City? Yes No
 If so, who? _____ Relationship _____

Are you legally eligible for employment in this country? Yes No Date available for work _____

Type of employment desired? Full-time Part-time Temporary/Seasonal.
 Specify days and hours if part-time or temp/seasonal _____

Driver's License Number _____ State _____

Skills & Qualifications

Summarize any special training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background

School	Name & Address	Years Completed	Did you Graduate?	Course of Study
High				
College				
Other (specify)				

Personal References

Name & Occupation	Address	Phone Number

The City of Fairfield is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender (including pregnancy), national origin, age, disability, veteran status, genetic information or any other legally protected status. All reasonable requests for ADA assistance during the testing process must be submitted in writing with your application.

Employment History

Provide the following information of your past three (3) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE #
STARTING/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR /TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED	
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER
FROM	TO	EMPLOYER	TELEPHONE #
STARTING/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR /TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED	
REASON FOR LEAVING		HOURLY RATE/SALARY	
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REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER

May we contact the employers listed above? Yes No If not, indicate which you do not wish us to contact.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the City of Fairfield is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees 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, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances 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 City of Fairfield, City Manager.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Signature of Applicant _____ Date _____

Recruitment Survey

(For Statistical Purposes Only)

The City of Fairfield is interested in monitoring the demographics of applicants as well as employees in order to acquire data for EEOC and OH Civil Rights reporting. Please assist us by filling out and returning this form. You may return this form with your application or separately to the City of Fairfield, Human Resources, 5350 Pleasant Avenue, Fairfield, OH 45014. **Completion of this form is voluntary and your failure to provide this information will have no effect on your employment prospects with the City of Fairfield.**

POSITION APPLIED FOR: _____

SEX: _____ MALE _____ FEMALE

AGE: _____

ETHNIC ORIGIN: _____ African American
_____ American Indian or Alaskan Native
_____ Asian or Pacific Islander
_____ Hispanic
_____ White
_____ Other _____

How did you find out about this job opening?

_____ Cincinnati Enquirer	_____ Hamilton Journal-News
_____ Careerbuilder.com	_____ Cincinnati Herald
_____ The Center for Local Government	_____ City of Fairfield Web-site
_____ Fairfield Cable Channel	_____ City Employee
_____ Social Media Site: _____	_____ Other: _____