

Employment Application City of Heath

Return completed form to:

City of Heath
1287 Hebron Road
Heath, Ohio 43056
740/522.1420



City of Progress * Citizens with Pride

Position applying for: _____

Name: _____
Last First Middle

Mailing Address: _____
Street/Apt # City/State/Zip

Are you a Heath resident? ☐ Yes ☐ No If yes, how long? _____

Telephone #: Home (_____) _____ Alternate: (_____) _____

Social Security Number: _____

Do you have legal authorization to work in the United States? ☐ Yes ☐ No

Do you have relatives currently employed by the City of Heath? ☐ Yes ☐ No

If yes, who? _____ Relationship: _____

Do you have a valid Ohio Driver's License? ☐ Yes ☐ No If yes, DL# _____

Have you ever been convicted of a crime for the violation of any law except minor traffic violations?

☐ Yes ☐ No If yes, please explain: _____

Have you had any traffic violations in the past four (4) years? ☐ Yes ☐ No

If yes, please explain: _____

Military Service Information

Branch of Service: _____ Type of Separation: _____ From: _____ To: _____

Highest Rank Achieved _____ Job Title: _____

Duties: _____

Reserve or National Guard Status: _____

Employment History

Account for all time for the past ten (10) years, including periods of unemployment. You MUST indicate the name used if it is different than the signature on this application. Begin with your present position or occupation. If you need more room, use a separate sheet of paper. A resume is both welcomed and urged in addition to completion of this application. It will become an official part of this application.

A. Company Name _____
Company Address _____
Supervisor's Name _____
Employment date from: month _____ year _____ to month _____ year _____
Salary: \$ _____ per ☐ hour ☐ month ☐ year
Your Title: _____ Your Duties: _____

Reason for leaving: _____

May we contact: ☐ Yes ☐ No

B. Company Name _____
Company Address _____
Supervisor's Name _____
Employment date from: month _____ year _____ to month _____ year _____
Salary: \$ _____ per ☐ hour ☐ month ☐ year
Your Title: _____ Your Duties: _____

Reason for leaving: _____

May we contact: ☐ Yes ☐ No

C. Company Name _____
Company Address _____
Supervisor's Name _____
Employment date from: month _____ year _____ to month _____ year _____
Salary: \$ _____ per ☐ hour ☐ month ☐ year
Your Title: _____ Your Duties: _____

Reason for leaving: _____

May we contact: ☐ Yes ☐ No

D. Company Name _____

Company Address _____

Supervisor's Name _____

Employment date from: month _____ year _____ to month _____ year _____

Salary: \$ _____ per ☐ hour ☐ month ☐ year

Your Title: _____ Your Duties: _____

Reason for leaving: _____

May we contact: ☐ Yes ☐ No

Education

Circle highest grade of school completed: 1 2 3 4 5 6 7 8 9 10 11 12 Post Secondary

	Dates attended	Did you graduate? Yes or no	Course of Study	Degrees, credits earned, other awards
High School: _____				
Address: _____				
City, State, Zip _____				
College: _____				
Address: _____				
City, State, Zip _____				
College: _____				
Address: _____				
City, State, Zip _____				

Special Licenses

Current special licenses (i.e. boiler operator, teacher, chauffeur, etc): _____

Ohio Commercial Driver's License: ☐ Yes ☐ No If yes, DL# _____

Other: _____ State: _____ License #: _____

References

Do *not* list relatives or past employers previously listed in "Employment History".

	Name	Address	Daytime Telephone Number
1.	_____	_____ Street Address	() - _____
		_____ City, State, Zip	
2.	_____	_____ Street Address	() - _____
		_____ City, State, Zip	
3.	_____	_____ Street Address	() - _____
		_____ City, State, Zip	

Please list any additional knowledge, skills, and abilities not previously discussed which may be of a qualifying nature or helpful to you in establishing your eligibility. Include any projects, hobbies, community or volunteer activities, etc.

Attention: Read the following statement before signing this document

As an applicant for employment with the City of Heath, Ohio, I understand and agree that the City may make a thorough investigation of my past employment and activities. This may include, but is not limited to, a motor vehicle operator's license inquiry and police investigation. I understand the Heath Police Department has a strict tattoo/piercing policy. I hereby release you, your organization, or others from any liability or damages, which may result from exchange of the information requested.

I also certify that all statements contained herein or at any step of the employment process are true, complete, and correct to the best of my knowledge. I understand a false answer may be grounds for dismissal from employment of the City of Heath.

Signature

Date

An Equal Opportunity/Affirmative Action Employer