



Village of Jackson Center

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address / P. O. Box # Apartment/Unit #

_____ City State Zip Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? Yes No ☐ ☐ If no, are you authorized to work in the U.S.? Yes No ☐ ☐

Have you ever worked for this company? Yes No ☐ ☐ If yes, when? _____

Education

High School: _____ Address: _____

Yes No
From: _____ To: _____ Did you graduate? ☐ ☐ Diploma: _____

College: _____ Address: _____

Yes No
From: _____ To: _____ Did you graduate? ☐ ☐ Degree: _____

Other: _____ Address: _____

Yes No
From: _____ To: _____ Did you graduate? ☐ ☐ Degree: _____



Village of Jackson Center

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Yes No

May we contact your previous supervisor for a reference? ☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Yes No

May we contact your previous supervisor for a reference? ☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Yes No

May we contact your previous supervisor for a reference? ☐ ☐



Village of Jackson Center

References

Please list three professional references:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____

Training, Experience during service: _____

Disclaimer and Signature

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge 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 executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of the employer.

The Village of Jackson Center adheres to the public record rules of the State of Ohio. The Village would be obligated to present a copy of this document if requested.

Signature: _____

Date: _____