



## Employment Application

(Please print clearly)

101 E. High Street  
Oxford, OH 45056  
513.524.5200  
Fax: 513.523.7298

**Applicant Information**

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
*Last* *First* *M.I.*

Position applying for (MUST check one):       Admin/Clerical       General Labor       Police Officer  
 Fire Department     Volunteer or     Part-time)       Summer P/T       Other (Specify)

Present Address: \_\_\_\_\_  
*Street Address* *E-Mail Address*

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Home Phone: ( ) \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
*Street Address*

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you previously been employed by the City?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

If no, is there any reason that would prevent you from obtaining one? \_\_\_\_\_  
Have you ever been charged or convicted of a felony?      YES      NO  
            (Convictions will not necessarily disqualify an applicant for employment)

If yes, how was the matter resolved: \_\_\_\_\_  
If your application is considered favorably, on what date will you be able to start work? \_\_\_\_\_  
If considering part-time work, please specify availability. \_\_\_\_\_

**Education**

	NAME & LOCATION OF SCHOOL	GRADUATED		MAJOR	DIPLOMA/ DEGREE OR CREDIT HRS
		YES	NO		
High School		<input type="checkbox"/>	<input type="checkbox"/>		
College/Univ		<input type="checkbox"/>	<input type="checkbox"/>		
College/Univ		<input type="checkbox"/>	<input type="checkbox"/>		
College/Univ		<input type="checkbox"/>	<input type="checkbox"/>		

Other Training/Education: \_\_\_\_\_

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

Resume Attached:  Yes  No *Previous Employment must be completed even if resume is attached.*

**Previous Employment**

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference?  YES  NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference?  YES  NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference?  YES  NO

**Additional Experience**

Are there any other experiences, skills, or qualifications which you feel would especially qualify you for work with the City of Oxford?

**References**

(Do not list relatives or former employers)

Full Name	Home Address	Phone	Business	Years Known
		(____) _____	(____) _____	
		(____) _____	(____) _____	
		(____) _____	(____) _____	

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in me being denied employment or later released as an employee. I authorize the City to make an investigation of any facts set forth in this application.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.*

## Voluntary Recruitment Survey

(For Statistical Purposes Only)

To insure compliance with the provision of the Equal Employment Opportunity Act, The City of Oxford requests that you complete and return the following survey. The information will not be kept with your application and will be used only in accordance with state and federal regulations.

YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION. Your application will be considered in the same manner whether or not you choose to fill out this form.

POSITION APPLIED FOR: \_\_\_\_\_

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Date of Birth: \_\_\_\_\_

Disabled: \_\_\_\_\_ Yes \_\_\_\_\_ No

Ethnic Origin:

\_\_\_\_\_ American Indian/Alaskan Native  
\_\_\_\_\_ Asian/Pacific Islander  
\_\_\_\_\_ Black  
\_\_\_\_\_ Hispanic  
\_\_\_\_\_ White  
\_\_\_\_\_ Other \_\_\_\_\_ (please specify)

How did you find out about this position?

\_\_\_\_\_ Newspaper Ad \_\_\_\_\_ (please specify)  
\_\_\_\_\_ Professional Publication  
\_\_\_\_\_ Friend  
\_\_\_\_\_ City Employee  
\_\_\_\_\_ Other \_\_\_\_\_ (please specify)

**PLEASE PLACE THIS FORM IN THE ENVELOPE OUTSIDE THE PERSONNEL DEPARTMENT OR MAIL BACK SEPARATELY FROM YOUR APPLICATION TO:**

**HUMAN RESOURCES · 101 EAST HIGH STREET · OXFORD, OHIO 45056**