



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.

Department applying for: City Admin. Community Dev. Finance Fire Parks / Rec Police Service
 Position applying for (please specify): _____ How did you learn about job opening: _____

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	NO	If no, are you authorized to work in the U.S.?	YES	NO
Have you previously been employed by the City?	YES	NO	If yes, when? _____		
Do you have a valid driver's license?	YES	NO			
If no, is there any reason that would prevent you from obtaining one?	YES	NO	If yes, please explain: _____ _____		

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		YES	NO		
College/Univ		YES	NO		
College/Univ		YES	NO		
College/Univ		YES	NO		

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: _____
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?

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 Applicant Data Form

This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with the Federal equal employment opportunity laws. Completion of this form is voluntary.

Name (Last, First, Middle Initial)		Position Applied For:			
Address					
Birth Date	Home Phone	Cell Phone			
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Email	Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No			
Ethnic Origin (Please Check One) <input type="checkbox"/> Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. Not Hispanic or Latino <input type="checkbox"/> American Indian or Alaska Native: A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. <input type="checkbox"/> Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, Vietnam or the Philippine Islands. <input type="checkbox"/> Black or African American: A person having origins in any of the black racial groups of Africa. <input type="checkbox"/> Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island. <input type="checkbox"/> White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa. <input type="checkbox"/> Two or More Races: Not hispanic or latino					
How did you find out about this job? <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> 01 – Employee Referral <input type="checkbox"/> 03 - Professional Publication <input type="checkbox"/> 05 – Newspaper <input type="checkbox"/> 07 - Human Resources Office </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> 02 - Job Fair (specify): _____ <input type="checkbox"/> 04 - Internet ad <input type="checkbox"/> 06 - Social Media (specify) _____ <input type="checkbox"/> Other(specify): _____ </td> </tr> </table>				<input type="checkbox"/> 01 – Employee Referral <input type="checkbox"/> 03 - Professional Publication <input type="checkbox"/> 05 – Newspaper <input type="checkbox"/> 07 - Human Resources Office	<input type="checkbox"/> 02 - Job Fair (specify): _____ <input type="checkbox"/> 04 - Internet ad <input type="checkbox"/> 06 - Social Media (specify) _____ <input type="checkbox"/> Other(specify): _____
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SIGNATURE OF APPLICANT _____ DATE _____