

# APPLICATION FOR EMPLOYMENT

CITY OF BEXLEY  
2242 E. Main Street  
Bexley, OH 43209  
614/559-4200  
Fax 614/559-4201

All applicants are considered without regard to race, color, national origin, religion, gender, gender identity, sexual orientation, age, disability, marital or veteran status.

## PLEASE PRINT

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Numbers	Social Security Number	/	/		

Position(s) applied for:	Date of Application
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Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes  No

*Proof of citizenship or immigration status will be required upon employment.*

### MILITARY SERVICE RECORD

Were you, or are you now, in the U. S. Armed Forces?  Yes  No

If "Yes", what branch? \_\_\_\_\_

Dates of Duty: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
Month Day Year Month Day Year

List duties in the Service, including special training: \_\_\_\_\_

Are you available to work:  Full-time  
 Part-Time (Please indicate  Morning  Afternoon  Evening)  
Days available to work:  S  M  T  W  R  F  S

If you are applying for a position involving driving, do you have a valid Ohio driver's license?

Yes  No

Will you have reliable transportation to and from work?

Yes  No

# WORK EXPERIENCE

List last ten (10) years or last four (4) employers.

Present Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		
Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		
Employer	<u>Dates Employed</u>	Work Performed
Address	From To	
Telephone Number(s)		
Job Title <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	<u>Hourly Rate/Salary</u>	
Supervisor	Starting Final	
Reason for Leaving		

We will contact prior employers.

Comments: Include explanation of any gaps in employment.

You may attach a resume in addition to the above information.

## EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.


Licenses, Registrations and Certificates. Be sure to include any valid driver's license or commercial driver's license, if required for job.

License/Certificate issued by	Field/Trade/Specialization	License/Certificate Number	Expiration Date

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)


### Additional Information (not listed above)

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

Office experience or training	Engineering experience or training
Maintenance experience or training	Food service experience or training
Computer experience or training	Hospitality experience or training

List experience or knowledge with computer software (specify in detail).


State any additional information you feel may be helpful to us in considering your application.


### Personal/Professional References (do not include relatives)

Name	Phone No. (home/work)	Length of time known	Occupation
1.			
2.			
3.			

