



Where New Ideas & Traditional Values Prosper

Newbury Township
 14899 Auburn Road
 Newbury, Ohio 44065
 Phone: 440-564-5997
 Fax: 440-564-7512
 Email: admin@newburyohio.com

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status, or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our community. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring an accommodation to complete the application and/or interview process should contact the Newbury Town Hall at 440-564-5997.

| | | | |
|-------------------------|-------------------|---------------------|-------|
| Position(s) applied for | | Date of application | |
| | | | |
| Print full name | | | |
| | | | |
| Street address | | City | State |
| | | | |
| Home phone number | Cell phone number | Email | |
| | | | |

Employment Experience

List the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give company name and supply business references. Add an additional page if necessary.

| | | |
|----------------------|-----------------------------|--|
| Name of employer | Supervisor | May we contact? |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Street address | | |
| | | |
| Phone number | Dates employed (month/year) | |
| | From | To |
| | | |
| Job title and duties | Reason for leaving | |
| | | |

| | | |
|----------------------|-----------------------------|--|
| Name of employer | Supervisor | May we contact? |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Street address | | |
| | | |
| Phone number | Dates employed (month/year) | |
| | From | To |
| Job title and duties | Reason for leaving | |
| | | |
| Name of employer | Supervisor | May we contact? |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Street address | | |
| | | |
| Phone number | Dates employed (month/year) | |
| | From | To |
| Job title and duties | Reason for leaving | |
| | | |

Have you ever been involuntarily terminated or asked to resign from any job? Yes No

If yes, explain.

Explain any gaps in your employment history.

List any other experience, job-related skills, additional languages, or other qualifications that you believe should be considered.

ROAD DEPARTMENT ONLY:

Do you possess a CDL License? Yes No Class? _____ Restrictions? _____

Please attach a copy of License, front and back, to the application.

Education

Describe your educational background in the table provided below.

| | School name | Diploma/ degree (Yes/No) | Area of study/ major | Specialized training, skills, or extracurricular activities |
|----------------------------------|-------------|--------------------------------|-------------------------|--|
| High school | | | | |
| College/ university | | | | |
| Graduate/ professional school | | | | |
| Trade school | | | | |
| Other | | | | |

Business and Professional References

List three professional references of individuals who are *not* related to you.

| Name and title | Relationship | Phone number or email |
|----------------|--------------|-----------------------|
| | | |
| | | |
| | | |

Personal References

List three people who know you well.

| Name and title | Relationship & years acquainted | Phone number or email |
|----------------|---------------------------------|-----------------------|
| | | |
| | | |
| | | |

General Information

1. Have you ever used another name? Yes No
2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record? Yes No

If yes to either of the above, explain:

3. Have you ever worked for Newbury Township in the past or another municipality?
 Yes No

If yes, provide dates and position: _____

4. Do you have friends and/or relatives working for Newbury Township? Yes No
If yes, name(s) and relationship(s): _____

5. On what date are you available to begin work? _____

6. Are you available to work? Full time Part time Shift work Temporary

7. If hired, do you have a reliable means of transportation to and from work? Yes No

8. Can you relocate if the position requires it? Yes No

9. Are you at least 18 years old? Yes No

Note: If under 18, hire is subject to verification that you are of minimum legal age.

10. If hired, can you present evidence of your identity and legal right to work in this country?
 Yes No

11. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation? Yes No

Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

Applicant Statement and Agreement

Read and initial each paragraph below. Ask if there is anything that you do not understand.

_____ I hereby authorize Newbury Township to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Newbury Township, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ In the event of my employment with the Newbury Township, I understand that I am required to comply with all rules and regulations of the Newbury Township.

_____ If hired, I understand and agree that my employment with the Newbury Township is at will and that neither I nor the Newbury Township is required to continue the employment relationship for any specific term. I further understand that Newbury Township or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I understand that the safety of employees is extremely important to the Newbury Township and that Newbury Township is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration law requires me to complete an I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed, and the remainder of this Agreement shall be enforceable.

My signature attests to the fact that I have read, understand, and agree to all of the above terms.

Signature: _____

Name (print): _____

Date: _____

****Please RETURN this application to admin@newburyohio.com or to 14899 Auburn Rd. Newbury, OH 44065****

****If you have a resume, please attach and submit alongside this application.****