



At Champion Township, we take pride in our attention to detail. This begins with each potential employee thoroughly completing each section of this application. The applicant must personally sign this application.

PLEASE PRINT NEATLY AND USE INK

DATE OF APPLICATION (Today's Date): \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

Last Name ( ) First ( ) Middle Last 4 digits of Social Security Number (Identification Purposes ONLY)

Telephone No. Cell Phone No. Email Address

Present Address No. Street City State Zip Code County

Previous Address No. Street City State Zip Code County

Length of time at Present Address \_\_\_\_\_ Length of time at Previous Address \_\_\_\_\_ (You must list all residences in the past 7 years. Attach an additional sheet if necessary.)

Have you ever used any other names that are necessary for us to know in order for us to verify your employment or education records?  Yes  No

If yes, what are those names?

Do you have the legal right to work in the U.S.?  Yes  No

Are you 18 years of age or older?  Yes  No

If hired, can you provide evidence of your legal right to work in the U.S.?  Yes  No

If no, list your date of birth

Please explain how you would be an asset to Champion Township and what skills and qualities you would bring to this job:

Available Start Date Hourly rate/salary range you are seeking Can you travel if the job requires?  Yes  No  Limited Do you have reliable transportation to get to and from work?  Yes  No

Are you interested in (Check only one box):  Either Full time or Part time Work  Full time Work  Part time Work  Call-In

Are you willing to work:  Weekends  Rotating Shifts  Mornings  Afternoons  Nights  Overtime  Holidays

Do you have any hobbies or obligations that would prevent you from working your regularly scheduled hours?  Yes  No

If yes, please explain.

List 4 hobbies, interests or extracurricular activities:

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

In the event of an emergency, who should be notified?

Name: \_\_\_\_\_ Place of Business: \_\_\_\_\_

TELEPHONE NO. HOME: ( ) WORK: ( ) CELL: ( )

How were you referred to Champion Township?

- Township Employee - Name: \_\_\_\_\_
 Online/Website - Name: \_\_\_\_\_
 Newspaper - Name: \_\_\_\_\_
 Job Fair - Name: \_\_\_\_\_
 School - Name: \_\_\_\_\_
 Walk-In \_\_\_\_\_
 Other - Explain: \_\_\_\_\_

List any friends and/or relatives working for Champion Township

- Name: \_\_\_\_\_
Name: \_\_\_\_\_
Name: \_\_\_\_\_
Name: \_\_\_\_\_

Champion Township subscribes without reservation to all federal, state and local statutes which prohibit discrimination against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws. Champion Township also prohibits harassment of applicants and employees based on any of these protected categories. It is Champion Township's policy to comply with all applicable state and federal laws respecting consideration of unemployment status in making hiring decisions. Your answers to the questions in this application will be evaluated solely for the purpose of determining your qualifications to perform the job for which you are applying.

## EDUCATION

Check the highest level or equivalent complete

Elementary School  
  
 8 or less

High School  
     
 9 10 11 12

College / Tech  
     
 1 2 3 4+

Grad School  
    
 1 2 3+

Are you currently a student?  
 Yes  No

EDUCATIONAL INSTITUTION	NAME / CITY, STATE, ZIP CODE	COURSE	HONORS RECEIVED / GPA	DIPLOMA / DEGREE / CERTIFICATE RECEIVED <i>Check all that apply.</i>
HIGH SCHOOL			Honors GPA	<input type="checkbox"/> Diploma <input type="checkbox"/> G.E.D.
COLLEGE & GRADUATE SCHOOL			Honors GPA	<input type="checkbox"/> Associate's <input type="checkbox"/> Master's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Doctoral
APPRENTICE, BUSINESS OR TECHNICAL SCHOOL			Honors GPA	<input type="checkbox"/> Associate's <input type="checkbox"/> Licensure <input type="checkbox"/> Certificate

### A COMPLETE EMPLOYMENT HISTORY IS REQUIRED

Please provide your entire employment history listing all paid positions of employment that you have held, including part-time and summer work – starting with the most recent employment. In addition, please feel free to include any work performed on a volunteer basis. List your **entire** work history.

***Please complete all questions for each employer.***

Have you ever been employed by Champion Township?  Yes       No

If yes, please provide your job title while employed by Champion Township, dates of employment, and reason for leaving.

Have you ever been dismissed or asked to resign from any employer?  Yes       No

If yes, please explain.

If not currently employed, explain reason for period of unemployment from last job until present:

(a period of unemployment will not prevent an applicant from employment with Champion Township)

### CURRENT/FORMER EMPLOYMENT

*(Begin with Most Recent Employment)*

Date Month and Year	Employer Name & Address	Wage/Salary	Hours Worked per Week	Job Title Responsibilities and Duties	Supervisor Name Telephone Number	May we contact this Employer?
From		Starting		Job Title		<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain
To		Final		Responsibilities and Duties		
Please explain <u>in detail</u> reason for leaving:				Explain reason for period of unemployment between employers:		
From		Starting		Job Title		<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain
To		Final		Responsibilities and Duties		
Please explain <u>in detail</u> reason for leaving:				Explain reason for period of unemployment between employers:		
From		Starting		Job Title		<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain
To		Final		Responsibilities and Duties		
Please explain <u>in detail</u> reason for leaving:				Explain reason for period of unemployment between employers:		

From		Starting		Job Title		<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain
To		Final		Responsibilities and Duties		
Please explain <u>in detail</u> reason for leaving:				Explain reason for period of unemployment between employers:		

**•••PLEASE LIST ADDITIONAL EMPLOYMENT ON A SEPARATE SHEET OF PAPER•••**

Do you have a license/certification pertaining to the position for which you are applying?  Yes  No If yes, please list all and expiration(s).

*If hired, you will be required to supply a copy of your license/certification if you answered "yes" to the above question.*

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**•••PLEASE LIST ADDITIONAL LICENSES/CERTIFICATIONS ON A SEPARATE SHEET OF PAPER•••**

**Only answer these questions if you want to be considered for a position that requires driving a Champion Township vehicle:**

Do you have a valid: Driver's License?  Yes  No C.D.L. License?  Yes  No Class  A  B  C

Has your license ever been revoked or suspended?  
 Yes  No If yes, please give explanation and date: \_\_\_\_\_

Have you had any driving violations within the past three years?  
 Yes  No If yes, please give explanation and date: \_\_\_\_\_

Were any of your jobs designated as safety sensitive functions in any DOT regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40?  Yes  No Were you subject to the Federal Motor Carrier Safety Regulations while employed?  Yes  No

**TO BE ANSWERED BY ALL APPLICANTS**

*Please refer to the instructions below.*

Have you ever been convicted or pled guilty or no contest to a misdemeanor?

Do not include convictions that were sealed annulled or expunged pursuant to a court order. A "yes" answer will not necessarily disqualify you from the position for which you are applying. Only those convictions that are substantially related to the position you are seeking and consistent with Champion Township's business necessities will be considered. In considering those convictions, Champion Township will conduct an individualized assessment taking into account various factors such as the age and time of the offense, seriousness and nature of the violation and rehabilitation. Do not report any conviction for a minor misdemeanor drug violation as defined under Ohio Revised Code 2925.11.

Yes  No If yes, **list ALL** convictions, dates and descriptions. Use additional paper if necessary.

Have you ever been convicted or pled guilty or no contest to a felony?

Do not include convictions that were sealed, annulled or expunged pursuant to a court order. A "yes" answer will not necessarily disqualify you from the position for which you are applying. Only those convictions that are substantially related to the position you are seeking and consistent with Champion Township's business necessities will be considered. In considering those convictions, Champion Township will conduct an individualized assessment taking into account various factors such as the age and time of the offense, seriousness and nature of the violation and rehabilitation.

Yes  No If yes, **list ALL** convictions, dates and descriptions. Use additional paper if necessary.

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**PERSONAL REFERENCES**

Name three (3) persons, not relatives or employers, who have known you for more than one (1) year:

Name	Address	Telephone No.	Relationship	Years Acquainted
1.				
2.				
3.				

**APPLICANT'S STATEMENT AND ACKNOWLEDGEMENT**

**THIS APPLICATION IS NOT COMPLETE IN ITS ENTIRETY UNTIL ALL STATEMENTS BELOW HAVE BEEN READ AND ACKNOWLEDGED BY SIGNING BELOW.**

- 1) I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge and in accordance with the instructions in this application. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.
- 2) I recognize that this employment application is not an offer of employment. I agree that if I am hired by Champion Township, I will be an at-will employee, meaning that either Champion Township or I may end the employment relationship at any time with or without cause or prior notice. I further understand and agree that, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by Champion Township.
- 3) I understand that Champion Township may share the information contained in this application with other Champion Township employees and/or entities for employment and administrative purposes and hereby consent to such transfer.
- 4) I hereby authorize Champion Township to conduct any necessary investigation regarding my background during the employment process and if I am hired, throughout my employment to the extent permitted by federal, state, and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information. I am advised that a negative background check will not necessarily disqualify me from employment. However, if I do not meet the Champion Township's employment standards, I could be subject to termination.
- 5) I agree to undergo a pre-employment physical examination consistent with federal and state law, if required.
- 3) I agree to submit to legally permissible drug testing as part of Champion Township's employment process. I agree that any offer of employment is contingent upon my receiving a non-positive test result. Evidence of illicit drugs in my system may disqualify me from employment.
- 7) I understand that, if hired, I may not hold other employment or engage in any other activities that create a conflict of interest with Champion Township unless Champion Township's Board of Trustees has granted me permission to do so.
- 3) I agree that any claim or lawsuit relating to my service with Champion Township must be filed no later than one year after the date of the employment action that is the subject of the claim or lawsuit. I waive any longer statute of limitations, and I understand that my agreement may reduce the amount of time within which I would otherwise be permitted to file a claim or lawsuit under the law.

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My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between Champion Township and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between Champion Township and me on such issues.

By providing my written signature below, I certify that this application was completed by me, and all entries on it and information in it are true and complete to the best of my knowledge.

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Applicant's Signature

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Date

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**Preparer and/or Translator Certification:** To be completed and signed if the application is prepared by a person other than the applicant. By providing my written signature below, I attest that I have assisted in the completion of this application and that to the best of my knowledge the information is true and correct.

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Preparer's Signature

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Date