



City of Sidney
201 W Poplar Street, Sidney, Ohio 45365 Fax 937-498-8160

Employment Application
(An Equal Opportunity Employer)

Job# 2017-00 – Summer/Temporary

Position applied for _____ DATE _____

If you need additional space for any response, please continue on a separate sheet of paper.

Questions about the application: Human Resources at vallen@sidneyoh.com or kholthaus@sidneyoh.com

PERSONAL INFORMATION

NAME _____ SOCIAL SECURITY # _____

HAVE YOU EVER BEEN KNOWN BY ANY OTHER NAMES? IF SO, LIST ALL NAMES

PRESENT ADDRESS _____
Street City State Zip

(If less than 5 years at present address)

PREVIOUS ADDRESS _____
Street City State Zip

PHONE NUMBER _____ CELL PHONE NUMBER _____

EMAIL ADDRESS _____ REFERRED BY _____

Commercial Driver License: Yes ___ No ___ Class _____ License # _____ State _____

MISCELLANEOUS

Please check the position in which you would be interested:

LABOR / MAINTENANCE - 18 YEARS OF AGE OR OLDER

Parks Maint. Street Cemetery Engineering Water/Wastewater

RECREATION

Food Program/Recreation-Laborer I

MUNICIPAL POOL - 16 YEARS OF AGE OR OLDER (16 YEAR OLD - APPLY ONLY HERE)

CONCESSIONS: Concession Manager Concession Laborer I Lead Concession Labor II

POOL: Pool Cashier Pool Manager APM (Supervisor) Lifeguards

Do you have a valid: Lifeguard Certificate? Yes No First Aid Certificate? Yes No
W.S.I. Certificate Yes No CPR Professional Rescuer Certificate? Yes No

When would you be available? _____ Full-time (Summer) _____ Part-time (after school etc.) _____

Are you physically able to perform the job with or without reasonable accommodation?

YES _____ NO _____

EDUCATION				
	Name & Location of School Attended	Number Years	Did You Graduate	Subjects Studied
High School				
College				
Other				

Subjects of special study or research work _____

U.S. Military Service or Reserves: List dates, rank, and type of discharge _____

List location and name of last unit assignment _____

REFERENCES

Give below the names of three persons not related to you, whom you have known at least one year and whom have knowledge of your character, experience, and abilities. Do not list subordinate employees.

Name _____ Business _____

Address _____ Phone # _____

Email address _____ Reference Type ____ Professional ____ Personal

Name _____ Business _____

Address _____ Phone # _____

Email address _____ Reference Type ____ Professional ____ Personal

Name _____ Business _____

Address _____ Phone # _____

Email address _____ Reference Type ____ Professional ____ Personal

EMPLOYMENT EXPERIENCE

LIST ALL THE JOBS YOU HAVE HAD (Maximum of 20 years), STARTING WITH THE MOST RECENT.

Employer	Address	Telephone #
Job Title	Work Performed	Supervisor
Dates Of Service	Reason for Leaving	Hourly Rate/ Salary Start-Final
Employer	Address	Telephone #
Job Title	Work Performed	Supervisor
Dates of Service	Reason for Leaving	Hourly Rate/ Salary Start-Final
Employer	Address	Telephone #
Job Title	Work Performed	Supervisor
Dates of Service	Reason for Leaving	Hourly Rate/ Salary Start-Final
Employer	Address	Telephone #
Job Title	Work Performed	Supervisor
Dates of Service	Reason for Leaving	Hourly Rate/ Salary Start-Finish

If you need additional space, please continue on a separate sheet of paper.

SPECIAL LICENSES, SKILLS & QUALIFICATIONS

Summarize special job-related skills, qualifications, licenses, certifications, or training that you acquired from employment or other experience. (Add a separate sheet if necessary)

IN CASE OF EMERGENCY NOTIFY:

Name _____ Phone No. _____

The information provided in this Employment Application is true and complete. The City may terminate my employment for any false or misleading statements or omissions in this application, whenever they may be discovered.

If I receive an offer of employment, I authorize a medical examination, including a drug screen, by an examiner selected by the City. I understand that any offer of employment may be contingent upon such medical examination and a background check.

I acknowledge that, if hired, my employment is for no definite period and may be terminated at any time with or without cause, by either me or the City. I understand that this cannot be changed except in a writing signed by the City Manager that states it is intended to make that change. Anything said or implied to the contrary is not binding on the City.

Date: _____ Signature: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize any reference, school, former employer, military or other person to disclose to the City, upon request, any information they may have about me and I release them from all liability for disclosing such information.

Date: _____ Signature: _____

CONSENT TO EMPLOY MINOR

The undersigned, parent or guardian of _____,
a minor _____ years of age (date of birth: ____/____/____), hereby
consents to the employment of said minor by the City of Sidney, Ohio, during the
summer vacation months of 20 ____.

This consent is being given to comply with Section 4109.02, O.R.C.

Dated this _____ day of _____, 20____.

I understand that this is not an offer for employment.

Parent or Guardian

Section 4109.02, Ohio Revised Code

Minors aged sixteen or seventeen who are to be employed during summer vacation months after the last day of the school term in the spring and before the first day of the school term in the fall, in nonagricultural and non- hazardous employment as defined by the "Fair Labor Standards Act of 1938", 52 Stat. 1060.29 U.S.C.A. 201, and similar state statutes, or in other employment not prohibited to minors age sixteen or seventeen by law, shall not be required to provide an age and schooling certificate as a condition of employment. In order to be hired for employment during summer vacation months, such minors shall provide the employer with the following:

- (1) *Evidence of proof of age in the same manner as proof of age is provided the superintendent of schools under Division C of Section 3331.02 of the Revised Code.*
- (2) *A statement signed by the minor's parent or guardian consenting to the proposed employment during the summer vacation months. For the purpose of this Section, in the absence of a parent or guardian a person over eighteen years of age with whom the minor resides may sign such statement.*

The employer shall retain a copy of the proof of age and the statement of consent with the minor's employment records.

**AUTHORIZATION AND DISCLOSURE OF CONSUMER REPORT
AND INVESTIGATIVE CONSUMER REPORT
UNDER THE FAIR CREDIT REPORTING ACT**

The City may obtain or cause to be prepared consumer reports for employment purposes. It may be an investigative consumer report which is obtained through personal interviews and might include information as to your character, general reputation, personal characteristics and mode of living.

You may make a written request, within a reasonable period of time, for a disclosure of the nature and scope of any investigative consumer report we have requested. You may also request a written summary of your rights under the Fair Credit Reporting Act.

If you consent to our obtaining a consumer report or investigative consumer report, sign and date below. We will not process your application until this is signed.

* * *

I authorize the City to obtain or cause to be prepared consumer reports, and investigative consumer reports, about me for employment purposes. I understand that in obtaining such consumer reports and investigative consumer reports, a consumer reporting agency may be used, and I authorize such use. This authorization and disclosure will remain effective for the duration of my employment, if I am hired.

I have received a copy of this authorization and disclosure.

Date

Signature

Printed name

March, 2004

EMPLOYMENT OF MINORS

The U.S. Department of Labor prohibits employees under the age of 17 from driving on public roadways as part of his or her job. Seventeen-year-olds may drive on public roadways as part of their employment, but **only**, if all of the following requirements are met:

- The driving is limited to daylight hours;
- The 17-year-old holds a State License valid for the type of driving involved in the job performed;
- The 17-year-old has successfully completed a State approved driving education course and **has no record of any moving violation, at the time of hire;**
- The automobile or truck is equipped with a seat belt for the driver and any passengers, and the employer has instructed that the seat belts must be worn while driving the vehicle;
- The automobile or truck does not exceed 6,000 pounds of gross vehicle weight.

Due to the nature of the City's seasonal positions and the need for seasonal employees to be able to drive vehicles, the following policy applies to the hiring of all seasonal employees:

- **Sixteen (16)-year-olds will only be hired at the Sidney Municipal Pool**, where driving is not required as part of the job;
- **Seventeen (17)-year-olds will not be hired if they have a record of any vehicular moving violations at the time of hire**, except at the Sidney Municipal Pool, where driving is not required as part of the job.

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**Seasonal Employment Application
Parks and Recreation Department
Additional Questionnaire**

1. A. Are you available to work through Labor Day? Yes _____ No _____
B. If not, what is your last available work day? _____

2. List any certifications or licenses that you currently have:

Type	Issued By	Date Issued	Expiration Date	Name of Certificate

3. Please list all training/experience that qualifies you for the position you are applying for:

A. _____

B. _____

C. _____

4. If in school, what extra-curricular activities do you participate in that are related to the position?

5. What other activities do you participate in which are related to the position you are applying?

Ohio Civil Rights Commission – Statistical Survey

INSTRUCTIONS: *The City of Sidney is required to report on the statistical information requested below. If you choose to volunteer this information, it will be filed separately from your employment application. Whether or not you elect to provide this information is entirely voluntary and will not affect any employment decision. However, in order for us to gather the needed information, we do ask that you provide responses to all 6 questions. If you prefer not to answer any or all of the following questions, please select the box titled “No Response”. Thank you for your assistance in this statistical survey.*

1) **ETHNIC RACIAL STATUS:** (Please check only one)

White Hispanic Asian American
 Black American Indian Other No Response

2) **SEX:**

Male Female No Response

3) **AGE GROUP:**

16 18 to 25 41 to 65
 17 26 to 40 66 and older
 No Response

4) **HOW DID YOU HEAR ABOUT THIS JOB?** (Please check only one)

Sidney Daily News Friend Internet
 Area Newspaper Current Employee Radio/Television
 Ohio Employment Service Professional Journal No Response

5) **RESIDENCE:** (Please check only one)

Sidney Shelby County Ohio Out of State
 No Response

6) **DO YOU HAVE A KNOWN DISABILITY?**

Yes No No Response