



6701 GREENWICH ROAD
 P. O. BOX 750
 WESTFIELD CENTER, OH 44251
 330-887-5151

APPLICATION FOR EMPLOYMENT

We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in a possible future upgrading.

PERSONAL			
(PLEASE PRINT CLEARLY)			
NAME: _____		SOCIAL SECURITY NO.: _____ - _____ - _____	
ADDRESS: _____		TELEPHONE NO.: _____ - _____ - _____	
NUMBER	STREET NAME		
CITY _____		DRIVER'S LICENSE NO.: _____	
STATE	ZIP CODE		
POSITION APPLYING FOR: _____			
PRESENT POSITION: _____			
LIST ANY JOB RELATED SKILLS PERTINENT TO THE POSITION APPLYING FOR: _____			

RECORD OF EDUCATION

SCHOOL	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR	GRADUATE	DIPLOMA OR DEGREE
			COMPLETED	(CIRCLE ONE)	
ELEMENTARY	_____	_____	5 6 7 8	YES NO	
	_____	_____			
HIGH SCHOOL	_____	_____	1 2 3 4	YES NO	
	_____	_____			
COLLEGE	_____	_____	1 2 3 4	YES NO	
	_____	_____			
OTHER (SPECIFY)	_____	_____	1 2 3 4	YES NO	
	_____	_____			

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT:

#1 NAME, ADDRESS & TYPE OF COMPANY	DATES OF EMPLOYMENT START END	DETAILED DESCRIPTION OF WORK	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR

#2 NAME, ADDRESS & TYPE OF COMPANY	DATES OF EMPLOYMENT START END	DETAILED DESCRIPTION OF WORK	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR

#3 NAME, ADDRESS & TYPE OF COMPANY	DATES OF EMPLOYMENT START END	DETAILED DESCRIPTION OF WORK	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR

ATTACH ADDITIONAL SHEET IF NECESSARY.
MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? _____ IF NOT, INDICATE BY NUMBER WHICH ONE(S) YOU DO NOT WISH US TO CONTACT: _____

PERSONAL REFERENCES (PLEASE DO NOT LIST FORMER EMPLOYERS OR RELATIVES.)

NAME AND OCCUPATION	ADDRESS	TELEPHONE NUMBER

I, _____, hereby authorize the Village of Westfield Center, Ohio, to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying causing a consumer report or investigative consumer report to be generated. I understand that the Village of Westfield Center, Ohio will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the Village's choice. In accordance with Ohio law, I will provide a set of fingerprints and satisfactorily pass a criminal background check if I come under final consideration for employment. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

 Signature of Applicant

 Date

The Village of Westfield Center does not discriminate because of the race, color, religion, sex, military status, national origin, disability, age, or ancestry of any person, to discharge without just cause, to refuse to hire, or otherwise to discriminate against that person with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment.