



# City of Norton

4060 Columbia Woods Drive Norton, Ohio 44203

Offices: 330-825-7815 FAX (330) 825-3104

Website: [www.cityofnorton.org](http://www.cityofnorton.org)

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, sexual orientation, religion, gender, national origin, age, marital or veteran status, the presence of the non-job-related medical condition or disability or any other legally protected status.

Position Applying For:

Date:

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Numbers					
<u>Home</u>		<u>Work</u>	<u>Cell</u>	<u>E-Mail</u>	
<b>Please use a blank sheet of paper for additional information that does not fit within this form.</b>					

Are you legally eligible for employment within the USA? Yes No

Have you ever been employed with the City of Norton before? Yes No

If "Yes", give dates:

Are you age 18 or over? Yes No

Type of employment desired: Full Time Part Time Seasonal

On what date would be available for work?

Do you currently possess a valid Ohio Driver's License? Yes No

If "Yes", Driver's License number must be given when driving may be required in the position for which you are applying: Drivers License Number: State:

Note: Answering "Yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs of abuse? Yes No

If "Yes", please explain:

Note that the City of Norton may conduct a criminal background check for certain positions as permitted by law and that Ohio and federal law may disqualify an individual with a criminal history from employment as to certain positions.

**The City of Norton is an Equal Opportunity Employer**

## Educational Background

**List your High School/GED and any Undergraduate/Graduate/Professional schools attended:**

School (include City & State)	Years Completed	Degree (type)	GPA/Rank	Major/Minor

(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)

Describe any specialized training; skills; licenses; certificates; business or civic activities; honors you have received; and any additional information you believe may be helpful to us in considering your application:


## Employment Experience

Starting with your present or most recent employer, provide the following information:

May we contact:    Your present employer?   ☐ Yes   ☐ No   -   Your past employers?   ☐ Yes   ☐ No

<b>1. Employer/Company</b>	<b>Telephone #</b>	<b>Dates Employed</b>
<b>Position Held</b>	<b>Salary</b>	<b>Reason for Leaving</b>
<b>2. Employer/Company</b>	<b>Telephone #</b>	<b>Dates Employed</b>
<b>Position Held</b>	<b>Salary</b>	<b>Reason for Leaving</b>
<b>3. Employer/Company</b>	<b>Telephone #</b>	<b>Dates Employed</b>
<b>Position Held</b>	<b>Salary</b>	<b>Reason for Leaving</b>
<b>4. Employer/Company</b>	<b>Telephone #</b>	<b>Dates Employed</b>
<b>Position Held</b>	<b>Salary</b>	<b>Reason for Leaving</b>

## Military

Have you served in any branch of the US Military?      Yes      No

If "Yes", give service name and dates of service:

Were you honorably discharged?      Yes      No

## References

List three (3) **business/work-related references**, not related to you, preferably in a supervisory role.

If not applicable, list three school/personal references that are *not* related to you:

Name	Title	Relationship	Telephone #	Yrs. Known
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any relative(s) presently employed by the City of Norton and state how you are related: \_\_\_\_\_

\_\_\_\_\_

## Applicant's Statement

I hereby certify that I have read and fully understand the questions asked in this application and I certify that all answers given by me are true, complete and correct. I also understand the omission and/or misrepresentation of any fact made on this application or that I have stated in any interview will be cause for immediate dismissal.

I expressly authorize, without reservation, the City of Norton, its representatives, employees or agents to verify the accuracy of all information provided by me. I hereby waive any and all rights and claims I may have for the City to seek, gather and use truthful and non-defamatory information, in a lawful manner, in the employment process and for anyone furnishing such information about me.

I understand that the City of Norton does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If hired, I agree to abide by all of the City of Norton rules and regulations. I understand that, if employed, I may resign at any time, with or without cause and with or without prior notice, except when required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that this application shall remain on-file for ONE YEAR after submittal to the City of Norton. At the conclusion of that time, if I have not heard from the City and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT.**

**I certify that I have read, fully understand and accept all terms of the foregoing Applicant's Statement.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Revised 3/24/16