



## VILLAGE OF WESTON, OHIO **APPLICATION FOR EMPLOYMENT**

Applicant's Name \_\_\_\_\_  
Social Security # \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell/Other Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_  
Position Applying for: \_\_\_\_\_  
Date Available: \_\_\_\_\_

Are you a citizen of the United States?                                    Y        N  
*If no, are you authorized to work in the U.S.?*                    Y        N  
Have you ever worked for the Village of Weston before?                Y        N  
*If yes, when?* \_\_\_\_\_  
Have you ever been convicted of a felony?                                    Y        N  
*If yes, explain:* \_\_\_\_\_

### **EDUCATION**

High School Name: \_\_\_\_\_  
Did you graduate?   Y   N     Highest Year Completed: \_\_\_\_\_  
College: \_\_\_\_\_  
Did you graduate?   Y   N     Highest Year Completed: \_\_\_\_\_  
College/Other: \_\_\_\_\_  
Did you graduate?   Y   N     Highest Year Completed: \_\_\_\_\_

Please list any certifications that you have and/or special awards you have received: \_\_\_\_\_  
\_\_\_\_\_

Please list any skills you have that you believe will be helpful in this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **REFERENCES**

(No family members or past employers)

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_                                    Years Known: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_

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Relationship: \_\_\_\_\_                                    Years Known: \_\_\_\_\_  
Address: \_\_\_\_\_  
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Relationship: \_\_\_\_\_                                    Years Known: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

(Please list your last 3 employers, putting the most recent first)

Company Name: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_ May we contact? Y N  
 Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_ May we contact? Y N  
 Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_ May we contact? Y N  
 Reason for leaving: \_\_\_\_\_

**MILITARY SERVICE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
 If other than honorable, explain: \_\_\_\_\_

**Please list any other important information that you believe we should know about:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DISCALIMER and SIGNATURE**

I hereby certify that my answers are true and complete to the best of my knowledge. If the application leads to employment, I understand that any false or misleading information contained in my application or interview may result in my release.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_