

MIAMI TOWNSHIP

Montgomery County, Ohio
10891 Wood Road, Miami Township, Ohio 45342
937.866.4661



APPLICATION FOR EMPLOYMENT- COVERSHEET

(To ensure acceptance and consideration, **PRINT CLEARLY** and reply to all blanks)

PRINT: Last Name First Name Middle Name Date

E-mail Address (Required) _____

Position applying for: **Fleet Maintenance Mechanic (Full-Time)**
Wage range: **\$19.48- \$27.60/ hour**

1 Were you previously employed by Miami Township? _____ If yes, when: _____

2 If your application is considered favorably, when would you be available for work? _____
Date: _____

3 Have you read and do you understand what the Job Description and the essential functions for the position for which you are applying?
Initial one: _____ Yes _____ No

4 Are you capable of performing the material and substantial physical duties of the position that you are applying for with or without reasonable accommodation?
Initial one: _____ Yes _____ No

5 I understand that if hired I am subject to random drug testing as outlined in the employee policy manual.
Initial one: _____ Yes _____ No

6 Do you meet the minimum qualifications for the position for which you are applying?
Initial one: _____ Yes _____ No

Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a representative of the Administration Department in a timely fashion.

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DIRECTIONS FOR APPLICATION FOR EMPLOYMENT

- 1 **READ** and **FOLLOW** directions.

Failure to follow directions will result in removal of the application and thus non-consideration for the position.

- 2 **All general and specific communications subsequent to submittal of the application (ex: application status, testing site, date, address, and etc), from Miami Township, and for this selection process will take place via e-mail.** If you do not have an e-mail, applicants may go to Google.com or Yahoo.com and sign up for a free account. Access to public computers is located at public libraries. Applicant must ensure that his/her account receives miamitownship.com e-mail communications and any respective attachments.

- a. Miami Township is not responsible for the applicant's e-mail account rejection of electronic communications. As an applicant, you are encouraged to check your email account often to remain up to date in the selection process.

- 3 Write **LEGIBLY**. If it's not legible, or if your penmanship is not acceptable, the application is not acceptable.

- 4 Submit required documentation and application (separate submittals are not accepted).

In the following order:

- i. Application Coversheet - Original
- ii. Application - Original
- iii. Application Release, Including Waivers (2) - Original
- iv. Employment Waivers (2) - Original
- v. Driver's License (Copy)
- vi. Cover Letter & Resume- Optional

- 6 Checklist, for your convenience:

_____ Completed Coversheet (*Including Waivers*)

_____ Completed Application (*All boxes filled and questions answered*)
Plus Both Waivers

_____ Copy of Driver's License

PLEASE DO NOT Submit: Directions, Job Position or Description. E-mailed applications not accepted.

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APPLICATION FOR EMPLOYMENT

(To Ensure Acceptance and Consideration, PRINT CLEARLY and Reply To All Blanks)

Position applying for: _____ Expected wage/salary: _____

Check one: Full-time: _____ Part-Time: _____ Seasonal: _____

Were you previously employed by Miami Township? _____ If yes, when: _____

If your application is considered favorably, when would you be available for work? _____

Are you capable of performing the material and substantial duties of the position that you are applying for with or without reasonable accommodation? Yes _____ No _____

PERSONAL INFORMATION

Name: _____ Soc. Sec. #: _____ - _____ - _____
 Last First M.

Current Address: _____ How Long There? _____
 Street City Zip

Past Address: _____ How Long There? _____
 Street City Zip

Home Phone: (____) _____ Alternate: (____) _____ E-mail: _____

Driver's License #: _____ / State: _____ / Expires: _____ / CDL?: _____

Are you a United States Citizen? _____ If no, are you legally eligible for employment in the US? _____

RECORD OF EDUCATION AND/OR CONTINUED LEARNING

	Name & Address of School or Institution of Learning	Course of Study	Last Year Completed (1, 2, 3, 4, etc.)	Diploma, Degree, or Certificate Received
High school	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
College	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Other	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

EMPLOYMENT HISTORY/EXPERIENCE

Begin with the most recent employer and account for the past ten years, including unemployment. Indicate name used if other than signature on this application. Account for entire employment history, including periods of unemployment. Use a separate sheet of paper if more room is needed. A résumé is both welcomed and urged in ADDITION to completion of this application, but a résumé will not be accepted in lieu of any part of this application.

From: _____ To: _____ Job Title: _____ Starting Wage: _____ Current/ Ending Wage: _____	Employer: _____ Mailing Address: _____ Brief Description of Work Duties: _____ _____ _____ Supervisor's Name: _____ Telephone number: (____) _____ Reason for Leaving: _____
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From: _____ To: _____ Job Title: _____ Starting Wage: _____ Current/ Ending Wage: _____	Employer: _____ Mailing Address: _____ Brief Description of Work Duties: _____ _____ _____ Supervisor's Name: _____ Telephone number: (____) _____ Reason for Leaving: _____
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From: _____ To: _____ Job Title: _____ Starting Wage: _____ Current/ Ending Wage: _____	Employer: _____ Mailing Address: _____ Brief Description of Work Duties: _____ _____ _____ Supervisor's Name: _____ Telephone number: (____) _____ Reason for Leaving: _____
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May we contact the employers above? _____ If not, indicate which one(s) you do not wish us to contact: _____

On a separate piece of paper, please explain any additional knowledge, skills and abilities not previously discussed which may be of a qualifying nature or helpful to you in establishing your eligibility.

Do you have friends or relatives who work for Miami Township? Yes _____ No _____

If "yes", please state employee name and relationship: _____

MILITARY SERVICE

Branch of Service: _____ Highest Rank Achieved: _____
Job Title: _____ Duties: _____

Total Length of Service Time: _____ Rank at discharge: _____
Reserve or National Guard Status: _____

REFERENCES

List three people not related to you and not former employers who you have known at least one year and who have knowledge of your character, experience and abilities.

Name: _____ Business / Position: _____
Mailing Address: _____ Phone #: (____) _____
Name: _____ Business / Position: _____
Mailing Address: _____ Phone #: (____) _____
Name: _____ Business / Position: _____
Mailing Address: _____ Phone #: (____) _____

BACKGROUND INVESTIGATION

1. Is your driver's license currently under suspension by the State or any Court? Yes ____ No ____
2. If the answer to #1 is "yes":
 - a) Where did the suspension occur? _____
 - b) When does the suspension expire? _____
3. For background investigation purposes ONLY: SS# _____

READ CAREFULLY BEFORE SIGNING

I certify that the information provided in and with this Employment Application is true, correct and complete. I agree that, if I am hired, Miami Township may terminate my employment for any false or misleading statements or omissions in this application regardless of when they may be discovered. I understand that an investigative consumer report may be made concerning my character, general reputation, personal characteristics and code of living. Upon written request within a reasonable period of time, I may obtain from Miami Township a written disclosure of the nature and scope of any investigation requested.

I agree that, if hired, my employment is for no definite period of time. My employment may be terminated any time for any reason by either Miami Township or me. I agree that Miami Township can change this in writing and that any verbal statement to the contrary is not binding.

If any section(s) of this Application for Employment are held to be invalid, the remaining sections shall not be affected and shall remain in effect.

Signature: _____ Date: _____

READ CAREFULLY BEFORE SIGNING

This Application for Employment will be considered active for the period in which the position being applied for is open and active. If hired, the Application for Employment and all addendums and additions become a part of official employment records.

By signing below, I am acknowledging that I have read and that I understand all that is contained within the Application for Employment.

Signature: _____ Date: _____

Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a representative of the Administration Department in a timely fashion.

ADDITIONAL INSTRUCTIONS

This application is intended for the use by Miami Township to select the most qualified and best candidate for the position. Complete all information requested on this form. All information contained herein will be subject to verification, i.e., source documentation, polygraph and screening procedures.

The answers to questions contained in this application must be completed by your own hand. If hand printed, print legibly in black or blue ink only. Each question must be answered, there can be no blanks. **If a question does not apply to your particular circumstance, insert, "DNA" in that blank.** When answering questions requiring dates, insert the full date, partial month-year responses are unacceptable. Partial address responses are unacceptable.

A resume is not accepted in lieu of a completed application. The information contained within the application is the information that is considered. Supporting certifications, where applicable, are acceptable as enclosures.

An application that is incomplete and/or not submitted for consideration per directions will not be considered complete and is automatically disqualified.

WARNING

Applicants are cautioned to answer every question truthfully and without evasion or for practicing any fraud or deception in obtaining or attempting to obtain Municipal Employment. Such penalties include rejection for appointment or discharge after appointment and/or prosecution under Ohio Revised Code Chapter 2921.

MORE SPACE NEEDED

If you should require more paper to complete a section, use a separate sheet of paper if more room is needed. **Do not write on the back of any page.**

READ CAREFULLY BEFORE SIGNING

Permission for the Release of Information Waiver

I hereby give my permission for authorized agents of the Miami Township to conduct an investigation of my background, including education, employment, credit, reputation, military records, social networks, and any other factors which such agents may deem proper and necessary in connection with my application.

I authorize Miami Township to conduct pre-employment investigation activities and assessments; not limited to public records requests, a credit check, pre and post-hire drug and alcohol testing, and pre-employment assessments. I also specifically waive any right I may have to written notice from any former employer, references, or schools prior to the release of my employment information to Miami Township.

I give my permission for any person, business or institution contacted in the course of such investigation to release any and all information properly requested, and Photostats of same if requested, and do hereby release such person, business or institution from all liability for providing correct information.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: _____ Date: _____

Intentionally blank for the rest of the page.

READ CAREFULLY BEFORE SIGNING

I agree that, if hired, my employment, except where covered by a collective bargaining agreement, is for no definite period of time, my employment may be terminated any time for any reason by either Miami Township or me. I agree that Miami Township can change this in writing and that any verbal statement to the contrary is not binding.

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