

# VILLAGE OF PUT-IN-BAY

## Employment Application

**Important:** It is the policy of the Village of Put-in-Bay to provide equal opportunity with regard to all terms and conditions of employment. The Village complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, or any other protected characteristic.

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Date of Birth: Month                  Day		* Do not provide the year      Desired Salary	
Position Applied for					
If hired, can you provide documents required to prove you are authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If you are under 18 years old, can you provide a work permit if required?      YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, when?	
EDUCATION					
High School		Address			
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>		Degree	
College		Address			
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>		Degree	
Other		Address			
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>		Degree	
REFERENCES					
<i>Please list three professional references.</i>					
Full Name			Relationship		
Company			Phone (     )		
Address					
Full Name			Relationship		
Company			Phone (     )		
Address					
Full Name			Relationship		
Company			Phone (     )		
Address					
MILITARY SERVICE					
Branch			From                  To		
Rank at Discharge			Type of Discharge		
If other than honorable, explain					

**PREVIOUS EMPLOYMENT**

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**PREFERENCES**

Types of work you will accept:	Full-time <input type="checkbox"/>	Part-Time <input type="checkbox"/>				
Shifts you will accept:	Day <input type="checkbox"/>	Evening <input type="checkbox"/>	Night <input type="checkbox"/>	Rotating <input type="checkbox"/>	Weekends <input type="checkbox"/>	On Call (as needed) <input type="checkbox"/>
Are you willing to accept weekend shifts in the Spring and Fall?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Are you willing to accept shifts on Holiday Weekends?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Will you require Housing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
When are you available to start?						

**DISCLAIMER AND SIGNATURE**

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

I expressly authorize, without reservation, the Village of Put-in-Bay, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Village of Put-in-Bay, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains active for 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it may be necessary for me to reapply and fill out a new application.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment, either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Village of Put-in-Bay's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Village of Put-in-Bay.

I further understand and acknowledge that the Village of Put-in-Bay is a Drug Free Workplace, and as such all potential employees will be required to undergo pre-employment drug testing. I further understand and acknowledge that certain positions in the Village of Put-in-Bay due to their safety nature, are required to undergo random drug and alcohol screening throughout their employment.

Signature	Date
-----------	------