

City of Clayton



Personnel Department
 P.O. Box 280, Clayton, Ohio 45315-0280
 Phone: (937) 836-3500 Fax: (937) 836-6773
<http://www.clayton.oh.us/>
An Equal Opportunity Employer

Important Information about the Application Process

- This employment application is to be used for all internal, external, and seasonal or temporary job postings. We strongly encourage you to provide a resume and cover letter in addition to this application. If you require special accommodations to participate in the application or selection process due to a disability, please contact Human Resources at (937) 836-3500.
- Applications are kept on file for one year. Please keep a copy for your files.
- A separate application must be submitted for each position for which you are applying.
- Applications must specifically reflect all requirements for the position, including experience and/or required courses of study. Please answer all questions accurately and completely. Incomplete applications may be disqualified.
- By signing this application, you are affirming that all information you provide is accurate and complete.

Applicant Information

Position for which you are applying: _____

Last Name _____ First Name _____ MI _____

Social Security Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (_____) _____ Daytime Phone: (_____) _____

Cell Phone: (_____) _____ E-mail address: _____

General Information

- Are you now, or have you ever been employed with the City of Clayton? Yes No
 If yes, please select the appropriate employment status: Regular Temporary/Seasonal Intern
- Do you have relatives employed by the city? Yes No
 If yes, please give name, relationship, and department: _____
- Are you at least 18 years old? Yes No
- *Police Officer Applicants only:* Are you at least 21 years old? Yes No
- What are your salary expectations? _____ Date available? _____
- Are you on layoff, subject to recall? Yes No
- Are you able to perform the essential functions of this job, with or without reasonable accommodations?
 Yes No
- Have you ever been convicted of a crime (felony or misdemeanor)? Yes No
 If yes, please provide explanation of conviction, including date, charge, location, and penalty. *A conviction is not an automatic bar to employment. Each case is considered separately based upon its relation to the duties of the position:* _____

Employment History

- In this section, please describe the duties you have performed in previous positions, which demonstrate that you have the knowledge, skills, and abilities to perform the duties of the job for which you are applying. You may include internships, verifiable volunteer activities, self-employment, and military experience.
- **Begin with your most recent job or assignment first** and list each job separately, extending for a period of 10 years. Please explain all periods of unemployment.
- Additional pages of work history may be attached, if necessary. A resume is not a substitute for this section of the application.

May we contact this employer? Yes No Start Date: ____/____/____ End Date: ____/____/____

Employer: _____ Position Title: _____

Address: _____ Starting Salary: _____ Ending Salary: _____

City, State, Zip Code: _____ Full-time _____ Part-time _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Start Date: ____/____/____ End Date: ____/____/____

Employer: _____ Position Title: _____

Address: _____ Starting Salary: _____ Ending Salary: _____

City, State, Zip Code: _____ Full-time _____ Part-time _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Start Date: ____/____/____ End Date: ____/____/____

Employer: _____ Position Title: _____

Address: _____ Starting Salary: _____ Ending Salary: _____

City, State, Zip Code: _____ Full-time _____ Part-time _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

Education, Training, Certificates & Licenses

Do you have a high school diploma, GED certificate, or equivalent? Yes _____ No _____

Colleges, universities, military, trade, business, or other schools attended					
Name of School	Location of School	Courses of Study (major)	Credits Completed		Degree or Certificate Earned
			Semester Hours	Quarter Hours	

List driver's license and any professional licenses or certificates			
Title of license or certificate	Number	Issuing Agency	Date Issued/Date of Expiration

Indicate special skills that you have acquired		
Administrative: <input type="checkbox"/> Shorthand <input type="checkbox"/> Typing _____ (wpm) <input type="checkbox"/> Office equipment _____ <input type="checkbox"/> Computer software _____ _____	Fluency in languages other than English: Read _____ Speak _____ Write _____	Heavy Equipment/Tools: _____ _____ _____

Certification of Information, Authorization & Release

BY MY SIGNATURE BELOW, I:

- *Certify* that all answers given herein are true and complete to the best of my knowledge;
- *Authorize* investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision;
- *Release* the individual, company, institution, or organization and all individuals connected therewith from all liability incurred in giving such information. I further release the City of Clayton from all liability incurred in obtaining and/or using such information;
- *Understand* that this application is not intended to be a contract for employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Clayton.
- *Understand* that some of the positions in the city are filled using various selection tests. If the position for which I applied is filled utilizing a selection test, the city will provide notice of the time, date, and place. If I require special accommodation, I agree to contact the human resources department at 937-836-3500 at least seven (7) days prior to the test.

Signature of Applicant*

Date

*Electronic or typed signatures are accepted.

HR Dept./Police Dept. use only Entered into applicant tracking _____ Acknowledgement postcard sent _____ Written exam _____ Oral interview _____ Comments _____ _____
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Optional Applicant Surveys

EQUAL EMPLOYMENT OPPORTUNITY

The City of Clayton is an equal opportunity employer. We are required by state and federal employment law to keep records and make reports to the Equal Employment Opportunity Commission. By answering the following questions, you will assist us in our reporting requirements. The information collected will be used for statistical purposes only. **THIS FORM WILL NOT BE USED FOR MAKING EMPLOYMENT DECISIONS AND WILL BE SEPARATED FROM YOUR APPLICATION.**

Job applied for: _____ Date: _____

Name: _____ Gender: Male _____ Female: _____

Veteran of the U.S. Military? Yes _____ No _____ Branch? _____ Type of discharge? _____

Please check a category of ethnic origin. Ethnic origin is defined by the Equal Employment Opportunity Commission as follows:

- Black (not of Hispanic origin) - all persons having origin in any of the Black racial groups of Africa.
- Hispanic - all persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture, regardless of race.
- White (not of Hispanic origin) - all person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- American Indian or Alaska Native - all persons having origins in any of the original peoples of North American and who maintain cultural identification through tribal affiliations or community recognition.
- Asian or Pacific Islanders- all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes China, Japan, Korea, Philippine Islands, and Samoa.

RECRUITMENT

The City of Clayton is continually evaluating our recruitment efforts. We are requesting your assistance so we may improve recruitment efforts. Please specifically indicate how you learned of this position.

- City of Clayton website (<http://www.clayton.oh.us/>)
- Other web site (please specify): _____
- Newspaper advertisement (please specify): _____
- Other advertisement or publication (please specify): _____
- Job fair (specify event & date): _____
- Referred by current City employee (please specify): _____
- Other (specify): _____