



EMPLOYMENT APPLICATION

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 provided is accurate and complete.

Application Information

Position for which you are applying: _____
Last Name: _____ First Name: _____ MI: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Alt. Phone Number: _____
E-mail Address: _____

General Information

- Are you now, or have you ever been employed with the City of Clayton? Yes No
- 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 you 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

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: _____ Full-time: Part-time:

Supervisor's Name & 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: _____ Full-time: Part-time:

Supervisor's Name & 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: _____ Full-time: Part-time:

Supervisor's Name & 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	Course 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 Expired

Indicate special skills that you have acquired

Administrative: <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: _____ _____ _____ _____
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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 resource department at 937-836-3500 at least seven (7) days prior to the test.

Signature of Applicant

Date

**Electronic or typed signatures are accepted*



Optional Application Survey

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 U.S. Military? Yes No Branch: _____

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 persons 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 America and who maintain cultural identification through tribal affiliations or community recognition.
- Asian or Pacific Islanders – all persons having origins in any of the original people of 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
- Other website (please specify): _____
- Newspaper advertisement (please specify): _____
- Other advertisement or publication (please specify): _____
- Job fair (please specify & date): _____
- Referred by current City employee (please specify): _____
- Other (please specify): _____