



26555 Lime City Road
Perrysburg, OH 43551

www.perrysburgtownship.us

Perrysburg Township

Application for Employment

Position Applied For: _____

Date: _____

Telephone: 419.874.3551

Fax: 419.872.8889

Perrysburg Township is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, disability, or any other reason prohibited under Federal, State, or local laws. We base all hiring decisions on merit alone. Additionally, Perrysburg Township is a drug free workplace.

Please type or print. This application must be legible, fully completed, signed and dated for consideration.

Name: _____
Last First Middle

Other Names Used: _____

Address: _____
City State Zip

Home Telephone # _____ Cell Phone # _____

Email Address _____ Best Time to Call _____

May we contact you at work? ☐ Yes ☐ No ☐ N/A

If yes: Work Telephone # _____ Best Time to Call _____

Have you ever been employed by Perrysburg Township? ☐ Yes ☐ No

If yes, give dates: _____ to _____ as a _____ in the _____ Dept.

Do you have relatives working for Perrysburg Township? ☐ Yes ☐ No

If yes, please list employee's name, relationship and department: _____

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

(Proof of U.S. Citizenship or immigration status will be required upon employment)

Type of employment desired: ☐ Full-time ☐ Part-time ☐ Volunteer/Part Paid ☐ Temporary Seasonal

Date available for work: _____

Do you have a valid driver's license? ☐ Yes ☐ No Are you over 18? ☐ Yes ☐ No

License # _____ Class _____ State _____ Expiration Date _____

Have you ever had your driver's license suspended or revoked? ☐ Yes ☐ No

If yes, please explain. Include dates, places, and nature of offenses. (ALSO please include details about any tickets or accidents)

Are you presently under indictment for, or have you ever been convicted, received deferred adjudication, or entered a guilty plea or nolo contendere for any offense which would be considered or equate to a felony or misdemeanor offense? ☐ Yes ☐ No

Note: a "yes" answer will not automatically disqualify you from employment with Perrysburg Township; each case will be evaluated in relation to the position. Omission, misstatements or falsification of facts will be sufficient cause for cancellation of this application and/or separation from employment.

If yes, please explain. Include dates, places, and nature of offenses.

Have you ever been dismissed from any job? ☐ Yes ☐ No

If yes, please explain.

Education and Training

Check highest grade completed: High School: ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ GED College: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Graduate Work: ☐ Yes ☐ No

College/University/Trade School	City/State	# Units	Degree Diploma	Major

US Military Service	Branch	Dates of Service	Type of Discharge
☐ Yes ☐ No			

If you are fluent in any languages other than English, please list. _____

Professional License/Certification/Registration (e.g. EMT/Firefighter, Engineer, Contractor, Water or Wastewater, CDL, etc.)	Date Acquired	Status: Current/Void/Expired

List any courses or workshops you have attended that relate to the position for which you are applying:

List computer hardware, software and other office equipment you can operate and years of experience:	Typing:	WPM

List any other equipment you can operate (hand tools, machinery, etc.) and years of experience:

List special accomplishments, publications, awards and the names of professional groups of which you are or have been a member:

List any additional comments and/or information you would like us to consider:

Employment History

List your complete employment history for the past **ten** years starting with your most recent employer. List all positions held, including military experience, part-time summer and/or volunteer work and periods of employment; do not omit any employers. Explain any gaps in employment in comment section. If you are submitting a resume, you are still required to summarize your job responsibilities in the space provided.

Current Employer	☐ Not Currently Employed	Date Job Started	Date Job Ended
Company:	Supervisor:		
Job Title:	Phone:	\$ ☐ Hourly ☐ Annually	\$ ☐ Hourly ☐ Annually
Address:			
Summarize your job responsibilities:			
Reason for leaving:			
May we contact this employer? ☐ Yes ☐ No			

Previous Employer		Date Job Started	Date Job Ended
Company:	Supervisor:		
Job Title:	Phone:	\$ ☐ Hourly ☐ Annually	\$ ☐ Hourly ☐ Annually
Address:			
Summarize your job responsibilities:			
Reason for leaving:			
May we contact this employer? ☐ Yes ☐ No			

Previous Employer		Date Job Started	Date Job Ended
Company:	Supervisor:		
Job Title:	Phone:	\$ ☐ Hourly ☐ Annually	\$ ☐ Hourly ☐ Annually
Address:			
Summarize your job responsibilities:			
Reason for leaving:			
May we contact this employer? ☐ Yes ☐ No			

Previous Employer		Date Job Started	Date Job Ended
Company:	Supervisor:		
Job Title:	Phone:	\$ ☐ Hourly ☐ Annually	\$ ☐ Hourly ☐ Annually
Address:			
Summarize your job responsibilities:			

Reason for leaving:

May we contact this employer?

☐ Yes☐ No

Employment History (continued)

Previous Employer		Date Job Started		Date Job Ended	
Company:	Supervisor:				
Job Title:	Phone:	\$	☐ Hourly	\$	☐ Hourly
Address:			☐ Annually		☐ Annually
Summarize your job responsibilities:					
Reason for leaving:					
May we contact this employer? ☐ Yes ☐ No					

Previous Employer		Date Job Started		Date Job Ended	
Company:	Supervisor:				
Job Title:	Phone:	\$	☐ Hourly	\$	☐ Hourly
Address:			☐ Annually		☐ Annually
Summarize your job responsibilities:					
Reason for leaving:					
May we contact this employer? ☐ Yes ☐ No					

References

Professional/Work References:	
List name and telephone number of three professional/work references who are not related to you. Please include one previous supervisor.	
Name, Company, Address	Telephone

Where did you hear about us? Check all that apply...

- | | |
|--|--|
| ☐ Posting at the Township | ☐ Facebook |
| ☐ Township Website | ☐ Friend/Relative in the Area |
| ☐ Newspaper | ☐ Township Employee |
| ☐ Trade Website | ☐ Other |

I certify that all information on this application form is complete and accurate. I understand that any omissions or misstatements of facts are cause for rejecting my application or, if I am hired, termination of employment. I also authorize Perrysburg Township to make all necessary and appropriate investigations to verify the appropriate information provided in this application and to secure additional job-related information about me. I understand that this application is not an employment contract. Any applicant requiring accommodation for a disability should advise the Administration Department.

Signature of Applicant	Date