



CITY OF KETTERING

Application for Employment

POSITION: _____

Full-Time _____
Part-Time _____
Temporary _____

BASIC EMPLOYMENT DATA

A. GENERAL INFORMATION

Name: _____

Address: _____

City State Zip Code

Phone No. _____ Work Phone No. _____

Cell/Other _____ E-Mail Address _____

Social Security No. _____

Military Service? YES _____ NO _____ (If yes, indicate branch, inclusive dates of service and rank at discharge.)

Do you have a valid Ohio Driver's License? YES _____ NO _____ (If yes, indicate type of license.)

Operator's _____ Commercial Driver's License _____

State here any additional information required to answer the above questions adequately or that you feel would be helpful for pre-employment inquiry. _____

Are you related to any City employee? YES _____ NO _____ If so, who is the City employee or part-paid volunteer firefighter and what is the relationship? _____

Are you a minor (under 18) child or stepchild of a current City of Kettering employee or part-paid volunteer firefighter? YES _____ NO _____

If yes, name of employee or part-paid volunteer firefighter _____

B. EDUCATION AND TRAINING

Circle the highest school grade completed.

High School College
9 10 11 12 13 14 15 16 17 18 19 20

Degrees obtained or areas of study: _____

List any job-related schools attended or vocational training received: _____

C. PAST WORK EXPERIENCE
(List most recent first)

Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.					

D. REFERENCES
(Relatives are not acceptable references)

Name & Title	Occupation	Address	Phone
1.			
2.			
3.			
4.			

CERTIFICATION: I hereby certify that all the information I have provided on BOTH SIDES of this application form is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any omissions or misstatement of facts contained in this application may disqualify me for any employment or result in my removal from employment with the City of Kettering.

Signature of Applicant

Date

EQUAL OPPORTUNITY EMPLOYER

As an Equal Opportunity Employer, the City of Kettering is committed to give equal consideration to all applicants without regard to race, color, religion, gender, age, national origin, ethnic heritage, or disability.



BACKGROUND RELEASE FORM

PLEASE PRINT CLEARLY

NAME: _____ EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____ PHONE #: _____

DATE OF BIRTH: _____ ☐ PLEASE CHECK IF YOU ARE UNDER THE AGE OF 18

DRIVER'S LICENSE #: _____ STATE*: _____ EXP. DATE: _____

**Applicants with out-of-state driver's licenses must provide a copy of a current driving record prior to employment.*

TYPE OF LICENSE: ☐ OPERATOR'S ☐ COMMERCIAL (CDL)

I authorize the City of Kettering and any investigative or credit agency of its choice, to investigate my personal history, character and general reputation as it substantially relates to the duties and responsibilities of the position for which I am applying, which may include my driving, safety inspection, arrest, conviction, financial and credit record, verification of my education and employment history, a social media search, a fingerprint background check and a search of any public record available. These reports may be obtained at any time after receipt of my authorization and, if hired, throughout my employment with the City of Kettering.

I authorize any reference, school, former employer, military organization, police department, other person or agency to disclose to the City of Kettering or its agent, upon request, any information or records they may have about me, and I release them from all liability for disclosing such information to the City of Kettering.

I authorize the City of Kettering to obtain or cause to be prepared a consumer report or an investigative consumer report, which may include information as to my financial and credit history, character, general reputation, personal characteristics, or mode of living, in connection with my application for employment.

Applicant Signature

Date

Parent/Guardian Signature if Applicant is under 18 years of age

Date

Internal Use Only

☐ On Hold

DATE: _____ BACKGROUND NEEDED BY: _____ EXPECTED HIRE DATE: _____

DEPT: _____ POSITION: _____ HIRING SUPERVISOR: _____

BACKGROUND CHECK LEVEL:

☐ FT ☐ Public Safety ☐ PTF ☐ PT ☐ TEMP ☐ CDL ☐ CREDIT ☐ STATE FINGERPRINT ☐ FED FINGERPRINT

Credit check: Positions with access to sensitive financial or personal data or at discretion of HR or Finance Dir.

State fingerprint: Positions with unsupervised direct access to vulnerable populations (minors/seniors); and/or sensitive data.

Fed. fingerprint: Directors and/or candidates who have not lived in OH for the past 5 years.

**All background check requirements may be modified at the discretion of the Human Resources Department.*

BACKGROUND COMPLETED BY: _____ DATE: _____

☐ Approved

Signature/Date: _____

☐ Not Recommended for Hire

Signature/Date: _____

BUILDING SERVICE I WORK/EXPERIENCE QUESTIONNAIRE

Name: _____ Home/Other Phone: _____

IMPORTANT: Please answer all questions on this Form & submit with a City of Kettering Application Form. Use additional paper, if needed. Resumes may be submitted *along with these Forms*, but are not required.

Are you currently, or have you ever been, a City of Kettering employee or Part-time/Volunteer Firefighter?

Position Title: _____ Dates: _____ -- _____

If you are currently employed, why do you want to leave your current job and work for the City of Kettering? If you are unemployed, describe why you are interested in this position with the City of Kettering.

WORK EXPERIENCE:

Have you ever been employed in one or more of the following skilled trades: general maintenance, carpentry, electrical, painting, plumbing, masonry, heating and air conditioning or supervision of construction projects? If "Yes," provide the following information for each position: Position Title; Employer's Name; Dates of Service; and Brief Description of Duties.

**** Continued on Next Page ****

EDUCATION AND TRAINING:

Have you ever taken courses or participated in training in one or more of the following skilled trades: carpentry, electrical, painting, plumbing, masonry, or heating and air conditioning? If "Yes," provide the following information: Type of Course/Training, Length of Course/Training and Brief Description of Course/Training.

OTHER EXPERIENCE AND TRAINING:

Describe any other relevant experience, training, education or other information which would qualify you as a good candidate for this position, including both work in the construction trades and supervision of construction projects.

Equal Opportunity Employer



EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL SUPPLEMENT

PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.

Applicants for employment are requested, but not required, to provide the following supplementary data. Availability of this data assists in the maintenance of an Equal Employment Opportunity Program. Please **DO NOT** place your name on this form. **THIS FORM IS VOLUNTARY AND DOES NOT AFFECT YOUR EMPLOYMENT STATUS.**

1. Position:

___ Building Service ___

☒ Full-time

___ Part-time

___ Temporary

2. Date of Application:

___/___/___
mo day year

3. Gender:

___ M

___ F

4. Race or Ethnic Origin:

___ **White (not of Hispanic Origin)**

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

___ **Black (not of Hispanic Origin)**

A person having origins in any of the Black racial groups of Africa.

___ **Hispanic**

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

___ **Asian or Pacific Islander**

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

___ **American Indian or Alaskan Native**

A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

___ **Other (Two or More Races)**

A person who identifies with two or more of the above race/ethnicity categories.

PLEASE RETURN TO:

City of Kettering
Human Resource Department
3600 Shroyer Road, Kettering, OH 45429
FAX: 937-296-3371