



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.                                   |                    |    |    |    |  |                |    |    |    |    |    |    |    |
|  | <u>High School</u> |    |    |    |  | <u>College</u> |    |    |    |    |    |    |    |
|  | 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<br>From   | Year<br>To | Month<br>To | Year | Title of Your Position | Annual Salary |
| Name of Employer: _____   |            |             |      |                        |               |
| Nature of Duties: _____   |            |             |      |                        |               |
| Reason for Leaving: _____   |            |             |      |                        |               |
| Month<br>From   | Year<br>To | Month<br>To | Year | Title of Your Position | Annual Salary |
| Name of Employer: _____   |            |             |      |                        |               |
| Nature of Duties: _____   |            |             |      |                        |               |
| Reason for Leaving: _____   |            |             |      |                        |               |
| Month<br>From   | Year<br>To | Month<br>To | Year | Title of Your Position | Annual Salary |
| Name of Employer: _____   |            |             |      |                        |               |
| Nature of Duties: _____   |            |             |      |                        |               |
| Reason for Leaving: _____   |            |             |      |                        |               |
| <b>Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.</b> |            |             |      |                        |               |

**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.