



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: _____					
<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.