



CITY OF OAKWOOD
APPLICATION FOR EMPLOYMENT

DATE: _____

POSITION APPLYING FOR: _____

NAME: _____
(Please Print) Last Legal First Middle

PHONE NUMBERS: Cell _____ Home _____

ADDRESS: _____
 Street City, State Zip

EMAIL ADDRESS: _____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

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

If yes, please select the appropriate employment status: ☐ Full-Time ☐ Part-Time ☐ Seasonal

Are you related to any City employee?

☐ Yes (If yes, name & relationship _____) ☐ No

Are you able to perform the essential functions of this job, with or without reasonable accommodations?

☐ Yes ☐ No

Are you at least 18 years old? (If no, you may be required to provide authorization to work.)

☐ Yes ☐ No

How were you referred to us?

☐ Newspaper Ad ☐ City's Website ☐ Other Employment Website _____

☐ Current Employee ☐ Other _____

WORK EXPERIENCE

Beginning with your most recent employment, please provide employment history information including military service. Attach an additional sheet if necessary.

Dates Employed: _____ Name of Employer: _____

Employer's Phone Number: _____ Position Title: _____

Pay: _____ Duties: _____

Supervisor's Name and Title: _____

Reason for leaving: _____

May we contact this employer? ☐ Yes ☐ No _____

Dates Employed: _____ Name of Employer: _____

Employer's Phone Number: _____ Position Title: _____

Pay: _____ Duties: _____

Supervisor's Name and Title: _____

Reason for leaving: _____

May we contact this employer? ☐ Yes ☐ No _____

Dates Employed: _____ Name of Employer: _____

Employer's Phone Number: _____ Position Title: _____

Pay: _____ Duties: _____

Supervisor's Name and Title: _____

Reason for leaving: _____

May we contact this employer? ☐ Yes ☐ No _____

EDUCATION, CERTIFICATION AND TRAINING

Please provide your education, certification, or vocational education. Attach an additional sheet if necessary.

Do you have a high school diploma, GED certificate, or equivalent? ☐ Yes ☐ No

NAME OF SCHOOL	LOCATION OF SCHOOL	COURSE OF STUDY	YEARS OR SEMESTER COMPLETED	DEGREE, DIPLOMA, OR CERTIFICATE EARNED

List any special skills you may have: _____

Do you currently have a valid driver's license? ☐ Yes ☐ No

Driver's License Number: _____ State of Issue: _____

Expiration Date: _____ ☐ Operator ☐ Commercial Driver License

Any Restrictions (Please List) _____

CERTIFICATION OF INFORMATION

Initial each paragraph and sign below:

_____ I hereby certify that I have not knowingly withheld or misrepresented any information pertaining to my application for employment and that the answers given are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the City of Oakwood to thoroughly investigate any references, work record, education, and other matters related to my suitability for employment.

_____ I understand and agree that as part of the pre-employment process, I may be asked to sign a form authorizing the City of Oakwood to obtain a Consumer Report. I further understand that any offer of employment may be contingent upon the successful completion of a background check and physical exam as to my fitness for employment.

Signature

Date

(Typed Signature are accepted)

EQUAL OPPORTUNITY EMPLOYER

The City of Oakwood is an equal opportunity employer. We do not discriminate based on race, color, religion, sex, national origin, age, disability, or any other legally protected status. All employment decisions are made based on qualifications, merit, and organizational needs. Reasonable accommodations will be made for qualified individuals as long as the accommodation does not impose an undue hardship on the City or its operations.

Any applicant who feels he or she has been discriminated against or harassed due to a disability should contact the City's Human Resources Department.

Updated 09/2023