



APPLICATION FOR EMPLOYMENT

9150 Winton Road, Cincinnati, Ohio 45231, Phone 513-522-1410

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, national origin, citizenship, or immigration status. U.S. citizenship is not required to apply for employment with Springfield Township. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION:

Date: _____ Social Security Number: _____ - _____ - _____

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Phone Number: () _____

Are you 18 years of age or older? Yes () No ()

Referred By: _____

EMPLOYMENT DESIRED:

Position: _____ Department: _____

Date You Can Start? _____ Salary Desired? _____

Have You Applied to this Township Before? Yes () No () When? _____ What Position? _____

EDUCATION:

| | Name and Location of School | Last Year Completed | Did You Graduate | Subjects Studied and Degrees Received |
|---|------------------------------------|----------------------------|-------------------------|--|
| Grammar School | | | | |
| High School | | Circle 1 2 3 4 | | |
| College | | | | |
| Trade, Business or Correspondence | | | | |
| OPOTA Certification (Police Officer Applicants Only) | | | | |

GENERAL:

Subjects of Study or Research:

Job Related Skills (Typing, Computer, Driver's License, etc.):

AUTHORIZATION AND ACKNOWLEDGEMENT: *(Please read carefully before signing)*

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Springfield Township.

I understand filling out this application does not indicate there is a position open and does not obligate Springfield Township to hire. If hired, I agree to abide by all Springfield Township work rules, policies, and procedures. Springfield Township retains the right to revise its policies or procedures, in whole or part, at any time.

I understand and agree that any employment may be conditioned upon the successful or satisfactory completion of some, if not all, of the following:

1. An investigation into the statements made on my application and/or resume, my character and general reputation.
2. A background investigation (criminal and financial).
3. A physical agility test.
4. A physical medical examination.
5. A CVSA (truth verification) test.
6. A drug/alcohol test.
7. A Motor Vehicles Records Report to verify insurability under the Springfield Township property and liability insurance policy.

I agree to submit to such investigations, tests, and examinations and authorize Springfield Township to contact those persons, including, but not limited to, former employers, references, examining doctors or other medical personnel, and testing agents, who Springfield Township believes to be necessary to conducting such investigations, tests, and examinations.

Further, I authorize any person contacted by Springfield Township in furtherance of any of the above investigations, tests, or examinations to disclose to Springfield Township the information requested by Springfield Township and/or the results of any tests or examinations conducted, without giving me prior notice of such disclosure. In addition, I release from any and all claims, demands, or liabilities arising out of or related to the above listed investigations, tests, or examinations Springfield Township and any person responding or reporting to Springfield Township and any person responding to Springfield Township regarding the information or test results requested by Springfield Township.

I understand that my employment, or continued employment to the extent permitted by law, is contingent upon the successful or satisfactory completion of such investigations, tests, and examinations. I understand and agree that the determination of what investigation, test, or examination results constitute “successful or satisfactory completion” is within the sole discretion of Springfield Township.

If you are hired by Springfield Township, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or Springfield Township. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Springfield Township unless made in writing.

Date _____

Signature _____