

**VILLAGE OF YELLOW SPRINGS  
EMPLOYMENT APPLICATION**



**100 DAYTON STREET  
YELLOW SPRINGS, OH 45387  
937-767-3402**

Rev. 8/20/18

**APPLICANT INFORMATION**

Last Name				First			M.I.	Date	
Street Address							Apartment/Unit #		
City				State			ZIP		
Phone				E-mail Address					
Date Available			Social Security No.				Desired Salary		
Position Applied for	How did you hear about the position?								
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Have you ever worked for the Village of Yellow Springs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						

**EDUCATION**

High School				Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

**REFERENCES***Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

**PREVIOUS EMPLOYMENT**

Company	Phone		
Address	Supervisor		
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company	Phone		
Address	Supervisor		
Job Title	Starting Salary	\$	Ending Salary \$

Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title	Starting Salary    \$	Ending Salary    \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>MILITARY SERVICE</b>	
Branch	From                  To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>DISCLAIMER AND SIGNATURE</b>	
<p>I certify that my answers are true and complete to the best of my knowledge on this form and accompanying resume. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Village of Yellow Springs. I understand that any employment is conditioned on a background check and drug screen. I understand that I may be asked to sign one or more release forms authorizing the Village of Yellow Springs to receive criminal and/or medical information regarding me. I understand that a refusal to execute any such release form will remove me from consideration for employment with the Village of yellow Springs, without giving me prior notice of demands or liabilities arising out of or related to such investigation or disclosure. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate the Village of Yellow Springs to hire me. If hired, I agree to abide by all Village of Yellow Springs work rules, policies and procedures. The Village of Yellow Springs retains the right to revise its policies and procedures, in whole or in part, at any time.</p>	
Signature	Date

JOB FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

GENDER: (Please check one of the options below)

\_\_\_\_\_ Male

\_\_\_\_\_ Female

RACE/ETHNICITY: (Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

\_\_\_ Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

\_\_\_ White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

\_\_\_ Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

\_\_\_ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

\_\_\_ Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

\_\_\_ American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

\_\_\_ Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Date completed: \_\_\_\_\_

Please return form to the HR department in an envelope separate from the application. Thank you for your participation.