



VILLAGE OF MAINEVILLE OHIO

APPLICATION INFORMATION SHEET

Please read carefully before completing application.

Completing your application

- You must complete your application in **your own** handwriting.
- Only **black ink** is acceptable on your application.
- Incomplete or unreadable applications will **not be** considered for employment.
- A complete address consists of a street number, name, city, state and zip code:
 - Example:
 - Village of Maineville
 - 8188 S. State Route 48
 - Maineville, Ohio 45039
- A complete phone number consists of an area code and the phone number.
 - Example:
 - (513) 583-8202
 - 513-583-8202
- A resume may be attached to the application, but the application must be filled out completely. "SEE RESUME" is not an acceptable response to an application question. Any reference to your resume will only be accepted after all space on the application is completed.
- Make sure that you sign your application and double check that all information requested is completed.
- Any section on the application that does not apply to you should be marked N/A.
- Your application is a reflection of you and is the first piece of work that we see from you.
- Please send your completed application , a recent photograph, fingerprint card and other applicable information to:

**Village of Maineville
8188 S. State Route 48
Maineville, Ohio 45039
Attn: Chief of Police**

TIMESTAMP

APPLICATION FOR EMPLOYMENT

The Village of Maineville is an Equal Opportunity Employer

Today's Date: ____/____/____

IMPORTANT INFORMATION – DO NOT PROCEED UNTIL YOU HAVE READ THE BOX BELOW

The Village of Maineville considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected status.

Thank you for your interest in the Village of Maineville. Consider this application the first test of your ability to work with us. It will be judged for completeness, ability to follow directions, and legibility. You must complete it in your own handwriting. If a category requests information it must be complete. For example, an address consists of a number, street name, city, state and zip code. A phone number consists of an area code and the seven-digit number.

Position applied for: _____

How did you learn about us? Job posting site Newspaper Walk-In
 Friend Relative Village website Other: _____

1. PERSONAL DATA

| | | |
|------------------------------------|---------------|-----------------------------|
| LAST NAME | FIRST NAME | MIDDLE NAME |
| HOME PHONE | DAYTIME PHONE | ALTERNATE OR CELLULAR PHONE |
| CURRENT ADDRESS | | |
| | CITY | STATE ZIP CODE |
| DRIVER'S LICENSE NUMBER STATE | | SOCIAL SECURITY NUMBER |

Are you 18 years of age or older? YES NO

Have you ever filed an application with us before? YES NO Date: _____

Are you a United States Citizen? YES NO

Are you legally eligible for employment in the United States? YES NO

2. TRAFFIC VIOLATIONS

| OFFENSE | NUMBER | DATE OF LAST OFFENSE | VIOLATIONS IN THE STATE OF OHIO | VIOLATION OCCURRED OUTSIDE THE STATE OF OHIO |
|--------------------------|--------|----------------------|---------------------------------|----------------------------------------------|
| O.V.I. | | | | |
| SPEEDING | | | | |
| DRIVING W/O LICENSE | | | | |
| RECKLESS DRIVING | | | | |
| DRIVING UNDER SUSPENSION | | | | |
| OTHER TRAFFIC VIOLATION | | | | |

MAINEVILLE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

3. NARCOTIC VIOLATIONS

1. YES NO Have you ever used illegal narcotics? If so, when (Month/Year) _____
2. YES NO Have you ever used marijuana? If so, when (Month/Year) _____
3. YES NO Have you ever sold illegal narcotics? If so, when (Month/Year) _____
4. YES NO Have you ever sold marijuana? If so, when (Month/Year) _____
5. YES NO Have you ever transported marijuana? If so, when (Month/Year) _____
6. YES NO Have you ever any narcotics or prescription drugs, not including marijuana, without a doctor's prescription?
7. YES NO Have you ever purchased any narcotics or prescription drugs, not including marijuana that you obtained without a prescription?
8. YES NO Have you ever sold narcotics or prescription drugs, not including marijuana that you obtained without a prescription?
9. YES NO Have you ever possessed narcotics or prescription drugs, not including marijuana that you obtained without a prescription?
10. YES NO Have you ever operated a motor vehicle while under the influence of drugs, narcotics or marijuana?

4. EDUCATION

Do you have College Degree High School Diploma G.E.D. Certificate

| | | | |
|--------------------------------------|-----------------|--------------------------------|----------------|
| HIGH SCHOOL | | ADDRESS | |
| COURSE OF STUDY | YEARS COMPLETED | DIPLOMA, DEGREE OR CERTIFICATE | YEAR GRADUATED |
| COLLEGE | | ADDRESS | |
| COURSE OF STUDY | YEARS COMPLETED | DIPLOMA, DEGREE OR CERTIFICATE | YEAR GRADUATED |
| GRADUATE OR PROFESSIONAL SCHOOL | | ADDRESS | |
| COURSE OF STUDY | YEARS COMPLETED | DIPLOMA, DEGREE OR CERTIFICATE | YEAR GRADUATED |
| OHIO POLICE OFFICER TRAINING ACADEMY | | ADDRESS | |
| COURSE OF STUDY | YEARS COMPLETED | DIPLOMA, DEGREE OR CERTIFICATE | YEAR GRADUATED |
| OTHER SCHOOL | | ADDRESS | |
| COURSE OF STUDY | YEARS COMPLETED | DIPLOMA, DEGREE OR CERTIFICATE | YEAR GRADUATED |

| |
|------------------------------------------------------------------------------------------------------------------|
| DESCRIBE AND SPECIALIZED TRAINING, APPRENTICESHIP PROGRAMS, OR SKILLS THAT APPLY TO THE JOB YOU ARE APPLYING FOR |
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MAINEVILLE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

5. EMPLOYMENT HISTORY

| | | | | |
|--------------------|-------------------|------------------|---------------|----------|
| NAME OF EMPLOYER | | ADDRESS | | |
| JOB TITLE | SUPERVISOR'S NAME | CITY | STATE | ZIP CODE |
| WORKED PERFORMED | | BEGINNING SALARY | ENDING SALARY | |
| REASON FOR LEAVING | | BEGINNING DATE | LAST DATE | |

| | | | | |
|--------------------|-------------------|------------------|---------------|----------|
| NAME OF EMPLOYER | | ADDRESS | | |
| JOB TITLE | SUPERVISOR'S NAME | CITY | STATE | ZIP CODE |
| WORKED PERFORMED | | BEGINNING SALARY | ENDING SALARY | |
| REASON FOR LEAVING | | BEGINNING DATE | LAST DATE | |

| | | | | |
|--------------------|-------------------|------------------|---------------|----------|
| NAME OF EMPLOYER | | ADDRESS | | |
| JOB TITLE | SUPERVISOR'S NAME | CITY | STATE | ZIP CODE |
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| | | | | |
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| REASON FOR LEAVING | | BEGINNING DATE | LAST DATE | |

| | | | | |
|--------------------|-------------------|------------------|---------------|----------|
| NAME OF EMPLOYER | | ADDRESS | | |
| JOB TITLE | SUPERVISOR'S NAME | CITY | STATE | ZIP CODE |
| WORKED PERFORMED | | BEGINNING SALARY | ENDING SALARY | |
| REASON FOR LEAVING | | BEGINNING DATE | LAST DATE | |

| | | | | |
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| JOB TITLE | SUPERVISOR'S NAME | CITY | STATE | ZIP CODE |
| WORKED PERFORMED | | BEGINNING SALARY | ENDING SALARY | |
| REASON FOR LEAVING | | BEGINNING DATE | LAST DATE | |

MAINEVILLE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

9. REFERENCES

Please do not reference relatives or house mates

| | | |
|------------|-----------------------------|----------------|
| NAME | | HOW LONG KNOWN |
| ADDRESS | | |
| CITY | STATE | ZIP CODE |
| HOME PHONE | BUSINESS OR ALTERNATE PHONE | |

| | | |
|------------|-----------------------------|----------------|
| NAME | | HOW LONG KNOWN |
| ADDRESS | | |
| CITY | STATE | ZIP CODE |
| HOME PHONE | BUSINESS OR ALTERNATE PHONE | |

| | | |
|------------|-----------------------------|----------------|
| NAME | | HOW LONG KNOWN |
| ADDRESS | | |
| CITY | STATE | ZIP CODE |
| HOME PHONE | BUSINESS OR ALTERNATE PHONE | |

THIS SPACE LEFT INTENTIONALLY BLANK

MAINEVILLE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

10. APPLICATION STATEMENT

I hereby certify that all responses set forth during my employment application process are true and complete. My signature also authorizes the Village or its authorized agents to conduct a thorough investigation of all statements, written and oral, made by me during the employment application process, including without limitation, information concerning my prior employment positions, criminal background and educational background. I hereby authorize all persons, companies or other entities connected with any such information request, including without limitation prior employers, educational institutions, and law enforcement agencies, to provide any and all information and/or records they may have regarding me or my employment. I release and agree to indemnify the Village, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of such an investigation including, without limitation, any liability for furnishing information or for taking any action based on the information provided.

I understand and agree that any falsification, misrepresentation, or omission, either on the employment application form or in my responses to questions asked during the interviewing or application process, may disqualify me from further consideration for employment, or if employed by the Village, will subject me to immediate discharge whenever the falsification or omission is discovered. In this regard, where an item is left blank on the employment application it is because there is no information within its scope.

I understand that the Village has a policy against the possession, use, sale or transfer of drugs or alcohol by its employment applicants and employees. I further understand that the Village is committed to a drug free workforce and has adopted a drug and alcohol testing program as one method of implementing that policy.

I hereby consent to the taking of hair, urine, blood or breath samples by the Village or its agents for the purposes of the above drug and alcohol testing program and to the testing of samples by a laboratory designated by the Village. I release and discharge the Village and its officers and agents from any claim, damage, or liability relating to the testing process and procedures, including the sample gathering, the analysis, and disclosure of the results, or any decisions or action taken based upon the results.

I hereby further consent to the release of any test reports on such samples or other related information from the laboratory to the Village Administrator of the Village and to the use of all such reports or other information by the Village in its assessment of my employment application and/or employment status.

If I should refuse to cooperate in the testing process or procedures, or should the test results be positive, my application for employment will be justifiably rejected. Furthermore, if employed, I understand that the Village requires as a condition of continued employment that its employees comply and fully cooperate with its drug and alcohol policy.

I certify that I am a citizen of the United States, or, if not, I can provide required documentation permitting me to work in the United States.

I also give my consent, if reasonable suspicion exists, to physical searches of myself, my lunch box, car, locker, any package or purse in or on Village property, whether or not such items are locked.

If an investigative consumer reporting agency is engaged to report on my credit and personal history, authorization is hereby granted to do so. If a report is obtained, the name of the agency will be provided, at my request, so that I may obtain from them the nature and substance of the information contained in the report.

I understand and agree that nothing contained in the Village's employment application or in the granting or conducting of an interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or is intended to constitute or to create a contract or promise between me and the Village for employment, hours of work, or for the providing of benefits. Moreover, I acknowledge that the Village may modify, revoke, suspend, terminate or change any or all of its plans, policies, or procedures at any time, without prior notice. No promises regarding employment have been made to me and I understand and agree that no such promise or guarantee is binding on the Village of Maineville.

DO NOT SIGN BELOW WITHOUT READING THE ABOVE APPLICATION STATEMENT!

Applicant's Signature

Date

Applicant's Name (Print)