



Application for Employment

950 Locust Corner Road
Cincinnati, Ohio 45245
An Equal Opportunity Employer

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

Thank you for your interest in Employment with Pierce Township. Please print clearly. All questions must be answered completely and accurately. If more space is needed, please attach additional sheets of paper. If you have a resume or list of references please attach to this application. A resume may not be substituted for a completed application.

DATE: _____

NAME: _____
Last First Middle

CURRENT: _____
Number Street City State Zip

PHONE: (_____) _____ (_____) _____
Home Cell

Position Requested: _____ Are you at least 18 years of age? ___ Yes ___ No

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

Are you related to any current Pierce Township Employees? ___ Yes ___ No

Have you been previously employed by Pierce Township? ___ Yes ___ No

If hired, can you furnish proof that you are authorized to work in the U.S.? ___ Yes ___ No

EDUCATION

Name and Address of High School Do you have a High School Diploma or equivalent? ___ Yes ___ No

Name and Address of Colleges/Trade Schools	Course of Study	GPA	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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EMPLOYMENT BACKGROUND: Please list all employment positions in the past 10 years beginning with your most recent. Account for all periods of unemployment. If necessary please duplicate this page.

Employer:	Phone:
Address:	Employed From (Mo/Yr)
Name and Title of Supervisor:	Employed To (Mo/Yr)
Your last position and duties:	Starting Base Pay
Your starting position and duties:	Ending Base Pay
Other Compensation:	Reason for Leaving

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REFERENCES: Please list at least 3 individuals who can attest to your professional abilities/work accomplishments. No family members or individuals listed in Employment Background section.

Name	Address	Business Phone	Position or Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EEO Policy:

Pierce Township maintains a policy of non-discrimination for all employees and applicants in every facet of the Township operations. In compliance with federal and state laws, Pierce Township hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, gender identity, sexual orientation, pregnancy, age, religion, citizenship, national origin, disability, or genetic information.

I understand and agree that this application is not a contract and does not guarantee that I will be considered further in the hiring process or given an offer of employment. I also understand that if I am the successful candidate, my acceptance of any offer of employment is on an at-will basis and I agree to take any lawful medical examination, drug/alcohol screen, honesty detection examination or written examination required by Pierce Township.

I also certify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief and I understand that any misrepresentation or omission of material fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

I certify that I have read, understand and will adhere to the statements above.

Signature

Date