



363 East Main Street
P.O. Box 232
Enon, OH 45323

Office: (937) 864-7870
Fax: (937) 864-5644

Pre-Employment Application

An Equal Opportunity Employer: Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, or disability

PERSONAL INFORMATION

Name: _____ SS#: _____
Last First Middle

Address: _____
Mailing Address City State
Zip Code

Home Telephone: (_____) _____ Other Telephone: (_____) _____

Have you ever been employed by the Village of Enon? Yes No
If yes, please provide dates previously worked and position(s) held: _____

Have you ever been convicted of a crime, felony or misdemeanor? Yes No
If yes, please provide date, place, and charge: _____

JOB INTEREST

Position of Interest: _____

Date Applied: _____ Approximate Date of Availability: _____

EDUCATION

Circle highest level accomplished (elementary and secondary): 1 2 3 4 5 6 7 8 9 10 11 12

Circle highest level accomplished: College Undergraduate: 1 2 3 4 Graduate School: 1 2 3 4

Type of School	Name & Location of School	Degree	Area of Study
High School		Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No or G.E.D.: <input type="checkbox"/> Yes <input type="checkbox"/> No	
College, University, Business, Technical, Vocational, or Military Academy		Dates Attended (Mo./Yr. To Mo./Yr.): Degree:	
Graduate or Professional School		Dates Attended (Mo./Yr. To Mo./Yr.): Degree:	

Are you currently enrolled in an educational program? Yes No If yes, what is your main course of study and where are you attending? _____

LICENSES, CERTIFICATIONS, REGISTRATIONS

I possess: a valid Driver's License _____ a valid Commercial Driver's License _____
please list state and number please list state and number

Professional/Technical Licenses and Registrations

Type	State	Number	

MILITARY SERVICE

Were you in the U.S. Armed Forces: Yes No If yes, what branch? _____

Dates of Services: From: _____ to _____ Rank: _____

Technical Specialization: _____

AWARDS, HONORS, ACHIEVEMENTS, INTERESTS

Please list any awards, honors, achievements, volunteer or community services activities, special interests, hobbies, or any organizations of which you are/have been a member. Please indicate any positions of leadership previously/currently held.

TRAINING AND OTHER QUALIFICATIONS

Please list any training you feel is relevant to the position for which you are applying:

Subject Area of Training	Organization Providing Training	Year Training Received

Please use this area to briefly describe any additional information or special qualifications you have for the position for which you are applying. Please be sure to include any special machinery, office equipment, software, tools, vehicles, or other job-related items.

EXPERIENCE

List your work experience starting with your current/most recent employer. Please include all employment whether full-time, part-time, seasonal, or temporary during the past ten years. You may include additional experience beyond the past ten years if you desire and you are encouraged to do so if it is related to the employment you are seeking. You may attach additional pages, if necessary. Please not use a resume as a substitute for completing this section; however, you may attach a resume to supplement the information contained within this employment application.

Current/Most Recent Employer:

Address:

Zip Code Mailing Address City State

Supervisor's Name: _____ Phone Number:(_____) _____

Position Held: _____ Salary: _____

Dates of Employment: _____ to _____ Type of Employment: Full-Time Part-Time Seasonal/Temporary

Description of duties and responsibilities:

Reason for Leaving:

The Village of Enon may contact former employers. If you prefer that we do not contact your present employer until such time as a conditional offer of employment is made, please check this block:

EXPERIENCE (continued)

Previous Employer:

Address:

Zip Code

Mailing Address

City

State

Supervisor's Name: _____ Phone Number:(_____)_____

Position Held: _____ Salary: _____

Dates of Employment: _____ to _____

Type of Employment: Full-Time Part-Time Seasonal/Temporary

Description of duties and responsibilities:

Reason for Leaving:

EXPERIENCE (continued)

Previous Employer:

Address:

Zip Code

Mailing Address

City

State

Supervisor's Name: _____ Phone Number:(_____)_____

Position Held: _____ Salary: _____

Dates of Employment: _____ to _____

Type of Employment: Full-Time Part-Time Seasonal/Temporary

Description of duties and responsibilities:

Reason for Leaving:

REFERENCES

Please list three individuals, other than relatives, whom we may contact as references regarding your character, ability, or experience.

Name	Home Phone Number (with area code)	Work Phone Number (with area code)	Type of Reference (personal, professional, educational, etc.)

CERTIFICATION AND STATEMENT OF UNDERSTANDING

I certify that all of the information furnished in this employment application and its addenda is true and complete to the best of my knowledge. I understand that the Village of Enon may investigate the information I have furnished and I realize that any misrepresentation or false information in this application and its addenda may lead to withdrawal of any employment offer or termination after employment.

Signature: _____

Date: _____