



232 W. Main Street
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APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

NOTICE: The Village of Russia requires all new prospective employees who have been conditionally offered full-time employment to be drug tested. Applicants who decline to participate in drug testing shall be denied employment. Applicants who test positive, shall be similarly denied employment and may reapply after six months or after evidence of rehabilitation is provided.

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle

Address: _____
Street City State Zip

Phone Number: _____ Are you 18 years or older? (Circle yes or no) **Yes** **No**

Email Address: _____

Are you legally eligible to be employed in the United States? (Circle yes or no) **Yes** **No**
(Proof of identity and eligibility will be required upon employment)

EMPLOYMENT INFORMATION

Are you presently employed? (Circle yes or no) **Yes** **No** If yes, may we contact your employer? **Yes** **No**

If you are presently employed, why are you considering leaving? _____

Have you ever been terminated from employment or asked to resign by an employer? **Yes** **No**

If yes, please provide company name(s) and details _____

Former Employers

(List below last three employers, starting with last one first)

Dates Employed	Name and Address of Employer	Position	Reason for Leaving
From			
To		Phone #	
From			
To		Phone #	
From			
To		Phone #	

EDUCATION

Name and Location of School	Number of Years	Did you Graduate?
High School		
College and/or Trade School		

REFERENCES (Give names of 3 persons not related to you, whom you have known at least 1 year)

Name	Address	Phone #	Position & Business	Years Acquainted
1				
2				
3				

GENERAL

Do you have any experience in operating heavy equipment? **Yes** **No**

Do you have any experience in grant writing? **Yes** **No**

Are you certified as a Water or Wastewater Operator? **Yes** **No** Classification _____

Do you have any public utility, sewer maintenance, or budgeting experience? **Yes** **No**

If yes, please describe: _____

RECORD OF CONVICTION

Have you ever been convicted of a felony? **Yes** **No**

If yes, please explain and provide dates and locations for all convictions: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

PHYSICAL RECORD

As a Village Administrator/Maintenance Supervisor, some of your work may require all or some of the below activities:

Would you be able to lift up to 60 pounds occasionally as part of your job function? **Yes** **No**

Are you able to withstand performing physical activity as part of your job function? **Yes** **No**

Do you have any physical limitations that restrict you from performing any work for which are you being considered? **Yes** **No**

If yes, please describe: _____

EMERGENCY CONTACT INFORMATION:

IN CASE OF EMERGENCY NOTIFY _____
Name Address Phone #

APPLICANT CONSENT AND AGREEMENT:

The Village of Russia is an equal opportunity employer. We do not discriminate in employment on account of race, color, religion, gender, sexual orientation, pregnancy, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

"I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Village of Russia to verify the accuracy and to obtain reference information of my work performance. I hereby release the Village of Russia from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment for the Village of Russia. However, I further understand that neither the policies, rules, and regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I agree that any claim or lawsuit relating to my service with the Village of Russia must be filed no more than 6 months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary."

Signature of Applicant

Date

THIS APPLICATION IS VALID ONLY FOR 90 DAYS FROM THE DATE SIGNED/DATED ABOVE.