



Fairfield Township

6032 Morris Road, Fairfield Township, Ohio 45011

Office: (513) 887-4400 www.fairfieldtwp.org

TYPE OR PRINT IN INK

Applicant Information		
Application Date	Department of Interest:	
Position Applied For:	Desired Status:	
Name (Last, First, Middle)		
Address (Street, City, State, Zip Code)		
Phone No:	Cell No:	E-mail Address
Have you previously applied for Fairfield Township?	Explain:	
Have you worked for Fairfield Township before?	Explain:	
Are you legally eligible to work in the U.S.?		

Employment History			
<i>Provide the following information from your past and current employers, assignments, or volunteer activities, starting with your most recent.</i>			
Employer		Phone No:	
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"/>			
Employer		Phone No:	
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"/>			
Employer		Phone No:	
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"/>			

Education				
	School/Location	No. of Years Completed	Degree Received	Course of Study
High School				
Business/Vocational				
College				
Graduate School				
Other				
Summarize any special training, qualifications, skills, licenses, and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying.				

Professional/Character References			
Please list three professional references that are not related to you and are not previous supervisors. If not applicable, list three personal references that are not related to you.			
Name / Title	Address	Phone Number	Years Known

Organizations and Awards
List professional, trade, business, or civic associations and any offices held or special accomplishments, publications, awards, etc. Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status

Additional Information
List any additional information that you would like us to consider. Exclude information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status

Disclaimer and Signature

I certify that I have read, understand, and agree and attest to each of the following statements:

All of the information that I have supplied above in my application are true, accurate, and complete, to the best of my knowledge, and that I have not knowingly withheld any information.

I understand that any false statements, material misrepresentations, or deliberate omissions of a fact or facts in this application, or during the hiring process, shall be considered sufficient cause for refusal to hire.

I understand that any false statements, material misrepresentations, or deliberate omissions of a fact or facts in this application, or during the hiring process, shall be considered sufficient cause, if employed, for my termination from employment.

I understand that Fairfield Township will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Fairfield Township and I release from liability any person giving or receiving any such information.

I understand that information may be obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This includes information as to my character, general reputation, personal characteristics, and mode of living.

I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or, in the future, during my employment with Fairfield Township.

I understand that although management makes every effort to accommodate individual preferences, business needs may, at times, make the following conditions mandatory: overtime, shift work, or a rotating work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.

My employment is subject to complying with those rules, regulations, and conditions as established by management. I will be required to conform to all existing and future policies and procedures of Fairfield Township. Fairfield Township reserves the right to change wages, hours, and working conditions, as deemed necessary.

I understand that if I am offered employment, it will be contingent upon submitting to and passing a post-offer physical examination, which may include drug and alcohol screening, and that if I fail, it will be grounds for the contingent offer being withdrawn.

I understand that if I am offered employment that I must provide appropriate documentation of my eligibility to work in the United States, in compliance with the Immigration Reform and Control Act. I also understand that if I fail to provide the documentation required by law prior to my first day of employment, I will not be allowed to begin work, and the offer of employment may be rescinded.

I understand that no employee is authorized to offer me employment, promise me salary increases, change of position, advancement, or any other advantages except those officially announced by the Fairfield Township Board of Trustees.

I understand that information received by Fairfield Township regarding my application for employment is subject to the State of Ohio Public Records Act.

I further understand that this is an application for employment and that no employment contract is being offered.

Signature _____

Date _____

Equal Employment Opportunity Statement

Fairfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Fairfield Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Fairfield Township expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fairfield Township employees to perform their expected job duties is absolutely not tolerated.