



An equal opportunity employer

9323 Union Cemetery Road,
Symmes Township, OH 45140-9312

Employment Application – Maintenance Department

Applicant Information

Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State Zip Code*

Phone: _____ Email: _____

Age: Are you over the age of 18? YES NO *If you are among the top candidates for this position, we will require your date of birth to acquire an abstract of your driving record from the Bureau of Motor Vehicles.*

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
If hired, you must furnish proof of citizenship or resident alien status

Have you ever been convicted of a felony or misdemeanor? YES NO

If yes, explain: _____

Do you have a current driver license or CDL? YES NO License # _____ Class # _____ State _____

Have you had any serious traffic convictions (moving violations, OVIs, DUIs, etc.)? YES NO If yes, describe and indicate when: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references whom you have known at least two years (do not include past employers).

Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Experience & Skills

A. List the equipment you can operate: _____ Number of Years Experience: _____

B. Are you experienced in road maintenance? YES NO Number of Years Experience: _____

C. Are you experienced in building/grounds maintenance? YES NO _____

D. Are you experienced in cemetery maintenance? YES NO _____

E. Are you experienced in park maintenance? YES NO _____

F. List any other relevant experience and skills: _____ Number of Years Experience: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Applicant Acknowledgement, Authorization and Release

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Further, I understand and agree that I may be required to take a physical examination as a pre-condition to employment.

Signature: _____ Date: _____