

Submit completed application form to City of Bowling Green, Personnel Department, 304 North Church Street, Bowling Green, Ohio 43402. All application materials must be in the Personnel Department by 4:30 p.m. on the date of closing. Resumes may be included, but will not substitute for a completed application. **ONLY COMPLETED APPLICATION FORMS WILL BE ACCEPTED.**

**Application for Employment-Parks & Recreation Temporary Part-Time  
City of Bowling Green, Ohio  
The City of Bowling Green is an Equal Opportunity Employer  
And A Drug Free Workplace**

The City considers applicants for positions without regard to race, color, religion, creed, gender/sex, national origin, age\*, disability, marital status, veteran status, military status, sexual orientation, political ideology, or any other legally protected status. (\*Pursuant to the Federal Exemption to the ADEA and Ohio Law, age maximums are established when hiring entry-level Police Officers and Firefighters.)

**Notice to Applicants** – A post-offer screening test for drug use will be required before hire, and screening tests for both alcohol and drug use may be required during employment. Because of Ohio Public Records Law, the identity of applicants and application materials cannot be considered to be confidential. Application materials may be subject to disclosure under Ohio law. The City verifies Social Security Numbers.

**PLEASE PRINT IN USING BLUE OR BLACK INK**

Title of Position (s) Applying for: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Permanent Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Best time to contact you (provide time & preferred phone number) \_\_\_\_\_

Have you ever worked under another name? If so what was the name: \_\_\_\_\_

Are you a U.S. veteran?    Y    N            Are you currently employed?            Y    N

May we contact your present employer?            Y    N

If you are under 18 years of age, can you provide a work permit?            Y    N

***Information on how to obtain a student work permit is attached.***

Have you ever filed an application with the City before?    Y    N    When: \_\_\_\_\_

Have you previously worked at the City of Bowling Green?    Y    N

If yes, list positions and dates of hire: \_\_\_\_\_

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status?    Y    N    **(Proof of citizenship or immigration status will be required upon employment)**

Date Available to start work: \_\_\_\_\_ Last Date Available to Work: \_\_\_\_\_

No. of days per week you can work \_\_\_\_\_ No. of hours per day you can work \_\_\_\_\_

Are you available: \_\_\_\_\_ Days    \_\_\_\_\_ Evenings    \_\_\_\_\_ Weekends    \_\_\_\_\_ Summer Holidays

**Current Certifications & Expiration Dates:**

\_\_\_\_\_ Lifesaving (exp. \_\_\_\_\_) \_\_\_\_\_ First Aid (exp. \_\_\_\_\_)  
\_\_\_\_\_ C.P.R. (exp. \_\_\_\_\_) \_\_\_\_\_ Adv. First Aid (exp. \_\_\_\_\_)  
\_\_\_\_\_ W.S.I. (exp. \_\_\_\_\_)

Have you been convicted or plead no contest to a felony? Y N

If yes, please explain: \_\_\_\_\_

*(Conviction of a crime or pleading guilty to a criminal charge will not necessarily disqualify you from the job for which you are applying. Each conviction will be considered with respect to time, job relatedness, or other relevant factors.)*

**EDUCATION AND TRAINING/ SKILLS**

Name and Address of High School: \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Did you graduate or earn GED? Yes No

Name and Address of Colleges/Universities Attended for **Undergraduate** Program (List Each College/University Separately): \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Degree Earned: \_\_\_Yes \_\_\_No

Degree Earned: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Are you planning to take summer college classes? Y N *(Please attach your summer class schedule)*

Name and Address of Colleges/Universities Attended for **Graduate** Program (List each college/university separately): \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Degree Earned: \_\_\_Yes \_\_\_No

Type of Degree Earned: \_\_\_\_\_

Course of Study: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE:** Include military service or any job-related volunteer activities. You should exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. (Note: A resume must be attached, but it **MAY NOT** be used as a substitute for completing this section.)

Employer's Name and Address: \_\_\_\_\_

Employer's Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Length of employment: **From:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ **To:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Title Held: \_\_\_\_\_

Reason for leaving:  Resigned with Notice  Quit (No Notice)  Terminated

If terminated, please state reason: \_\_\_\_\_

Description of Duties, Responsibilities, Equipment Operated:

Employer's Name and Address: \_\_\_\_\_

Employer's Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Length of employment: **From:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ **To:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Title Held: \_\_\_\_\_

Reason for leaving:  Resigned with Notice  Quit (No Notice)  Terminated

If terminated, please state reason: \_\_\_\_\_

Description of Duties, Responsibilities, Equipment Operated:

**Other Experience & Education:** List experience in job area for which you are applying or additional education that we should be aware of. Include things like participation in organized sports, aquatics, cheerleading, drama, etc.

---

---

---

---

---

State any additional information you feel may be helpful to us in considering your application:

---

---

---

---

### EMPLOYER/EDUCATIONAL REFERENCES

List three persons, other than employers or relatives (You have known for at least two years.) who have knowledge of your work and/or education.

Name	Address	Telephone Number
------	---------	------------------

---

---

---

Can you perform the essential functions of the job, as described in the job description, with or without reasonable accommodations?

Yes                  No

Is your resume attached?

Yes                  No                  **A RESUME IS REQUIRED**

**Please Read Carefully Before Signing – Applicant’s Certification and Agreement**

I hereby certify that the information and facts set forth in this application are true, complete without omission to the best of my knowledge. I understand that any falsifications, misrepresentations or omissions of any facts in this application or other documents submitted for consideration of employment will be cause for denial of employment or immediate termination of employment, if employed regardless of the timing or circumstances of discovery.

I understand that if I am hired this Application becomes a part of my official employment record.

I authorize the City of Bowling Green to investigate any or all information provided or known. I understand that any falsification or omission of material facts in my application may be sufficient cause for disqualification or termination of employment with the City of Bowling Green. I hereby authorize any and all schools, employers, references, regulatory boards, courts and any others who have information about me to provide such information to the City of Bowling Green and/or any of its employees, representatives, agents or vendors. I release any such person, company, institution, or government agency from any liability for any and all damage that may result from providing and/or furnishing such information to the City of Bowling Green with regard to this application for employment.

I understand that if offered a position, a pre-employment drug screening and criminal background check will be required for all full or part-time positions as a condition of employment. I further understand that I may be required to complete a pre-employment physical exam depending upon the position offered. Failure to pass the post offer drug screen will result in the City immediately rescinding the job offer tendered to me or the termination of employment, if already employed. Failure of the medical examination may cause disqualification for the specific job. For positions which require driving a city vehicle, I understand that I must be insurable with the City’s insurance carrier. I agree to wear or use any protective clothing or devices as required, and to abide by established safety rules. I agree to comply with all City rules, regulations, and policies. I understand that days, hours of work, and/or location of a position may be reassigned at the discretion of management.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be made by the City of Bowling Green, such offer whether or not stated is for employment at will, and that if I accept such offer, my employment may be terminated by either the City of Bowling Green or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, or statements of the City of Bowling Green or its employees or representatives used during the hiring process or during my employment may be deemed to be a contract for employment, either actual or implied. I understand that no employee or representative, other than the Mayor of the City of Bowling Green, has the authority to enter into any agreement contrary to the above and that any such agreement if made shall not be binding unless it is set out in writing, signed by the Mayor of the City of Bowling Green.

I agree that any claim or lawsuit relating to my service with the City of Bowling Green 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.

In consideration of employment, if offered, I agree to abide by and adhere fully to all rules, regulations, policies and procedures of the City of Bowling Green at all times. I further understand that the rules, regulations, policies and procedures may be changed at any time, with our without notice.

**I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENTS AND CONDITIONS.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**CITY OF BOWLING GREEN  
REASONABLE ACCOMMODATION REQUEST FORM**

Name: \_\_\_\_\_  
*(Please Print)*                      Last    First    Middle Initial

Daytime Phone: \_\_\_\_\_

Position Title Applied for or City Program/Service: \_\_\_\_\_  
\_\_\_\_\_

I am either an applicant for the position named above or I am interested in the City program/service listed above, and may require Reasonable Accommodation. I hereby request that either the Personnel Department contact me regarding reasonable accommodation in the application and/or testing process, or the appropriate City department contact me regarding reasonable accommodation regarding the program/ service I have noted above. I authorize the Personnel Department and/or appropriate City Department to verify this request.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

PLEASE DESCRIBE BELOW THE ACCOMODATION YOU MAY REQUIRE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This information shall be used for Affirmative Action (AA) Purposes only  
**EQUAL EMPLOYMENT OPPORTUNITY DATA SHEET**

**TO ALL APPLICANTS:** The CITY OF BOWLING GREEN is an Equal Opportunity/Affirmative Action employer. Our organization has contracts with the federal government and is therefore required to maintain information, separate from the application form, on individuals who apply for employment. We invite you to provide this information about yourself by completing this form.

**PROVIDING THIS INFORMATION IS STRICTLY VOLUNTARY. IF YOU CHOOSE NOT TO PROVIDE IT, THERE WILL BE NO ADVERSE EFFECT ON YOUR CONSIDERATION FOR EMPLOYMENT.**

**(PLEASE PRINT- USE PEN OR TYPE)**

Last Name	First Name	Middle Name/Initial	Date

**POSITION APPLYING FOR:** \_\_\_\_\_

**INSTRUCTIONS:** Indicate the appropriate response for items A – E Race and Ethnicity Identifiers are established by the Federal government for EEO Reporting. **See reverse side of this form for more information about race and ethnicity identifiers.**

- A. Race/Ethnicity**
- White (not Hispanic or Latino)
  - Black or African-American (not Hispanic or Latino)
  - American Indian or Alaskan Native (not Hispanic or Latino)
  - Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
  - Asian (not Hispanic or Latino)
  - Two or more races, (not Hispanic or Latino)
  - Hispanic or Latino (A Person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

- B. Gender/Sex**       Female       Male

- C. Vietnam Era Veteran**       Yes       No
- (Defined as: (A) a veteran who served in the military, ground, naval or air service of the U.S. on active duty for more than 180 days and was discharged or released with other than a dishonorable discharge, if any part of the active duty occurred: (I) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (ii) between August 5, 1964 and May 7, 1975, in all other cases; or (B) was discharged or released from active duty for a service-connected disability if any part of active duty was performed: (I) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (ii) between August 5, 1964 and May 7, 1975, in all other cases.)

- D. Disabled Veteran**       Yes       No

**E. Method of referral for employment at the City of Bowling Green (Check One)**

- Came on Own Initiative
- Referred By Employment Agency, which: \_\_\_\_\_
- Referral By City Employee
- Job posting at school, which school: \_\_\_\_\_
- Referral by Ohio Jobs and Family Service
- Newspaper Advertisement, which newspaper: \_\_\_\_\_
- Web Page, which web page: \_\_\_\_\_
- Other, explain: \_\_\_\_\_

The City of Bowling Green is an equal opportunity and affirmative action employer and considers all applicants for employment based on non-discriminatory, job-related factors. You should contact the City of Bowling Green's Personnel Department by phone at (419) 354-6200 or by e-mail at [BGPersonnel@bgohio.org](mailto:BGPersonnel@bgohio.org) for information or assistance in recruitment or employment.

**Ethnicity:**

***Hispanic or Latino*** - ( A Person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

**Race:**

***White (not Hispanic or Latino)*** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

***Black or African American (not Hispanic or Latino)*** - A person having origins in any of the Black racial groups of Africa.

***Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)*** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

***Asian (not Hispanic or Latino)*** – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

***American Indian or Alaskan Native (Not Hispanic or Latino)*** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.

***Two or More Races (Not Hispanic or Latino)*** - All persons who identify with more than one of the above five races.

## READ BEFORE COMPLETING YOUR DMA FORM

Forms not conforming to the specifications listed below or not submitted to the appropriate agency or office will not be processed.

- To complete this form, you will need a copy of the Terrorist Exclusion List for reference. The Terrorist Exclusion List can be found on the Ohio Homeland Security Web site at the following address:

<http://www.homelandsecurity.ohio.gov/dma.asp>

- Be sure you have the correct DMA form. If you are applying for a state issued license, permit, certification or registration, the "State Issued License" DMA form must be completed (HLS 0036). If you are applying for employment with a government entity, the "Public Employment" DMA form must be completed (HLS 0037). If you are obtaining a contract to conduct business with or receive funding from a government entity, the "Government Business and Funding Contracts" DMA form must be completed (HLS 0038). The Pre-certification form (HLS 0035) should only be completed if you are specifically instructed to do so by the agency or office requesting the form.
- Your DMA form is to be submitted to the issuing agency or entity. "Issuing agency or entity" means the government agency or office that has requested the form from you or the government agency or office to which you are applying for a license, employment or a business contract. For example, if you are seeking a business contract with the Ohio Department of Commerce's Division of Financial Institutions, then the form needs to be submitted to the Department of Commerce's Division of Financial Institutions. Do NOT send the form to the Ohio Department of Public Safety UNLESS you are seeking a license from or employment or business contract with one of its eight divisions listed below.

- Department of Public Safety Divisions:

Administration	Ohio Homeland Security*
Ohio Bureau of Motor Vehicles	Ohio Investigative Unit
Ohio Emergency Management Agency	Ohio Criminal Justice Services
Ohio Emergency Medical Services	Ohio State Highway Patrol

- \* DO **NOT** SEND THE FORM TO OHIO HOMELAND SECURITY UNLESS OTHERWISE DIRECTED. FORMS SENT TO THE WRONG AGENCY OR ENTITY WILL NOT BE PROCESSED.



**PUBLIC EMPLOYMENT**

In accordance with section 2909.34 of the Ohio Revised Code

**DECLARATION REGARDING MATERIAL ASSISTANCE/NO ASSISTANCE TO A TERRORIST ORGANIZATION**

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division Web site for the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME		FIRST NAME		MIDDLE INITIAL
HOME ADDRESS				
CITY		STATE	ZIP	COUNTY
HOME PHONE (       )		WORK PHONE (       )		

**DECLARATION**

In accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

- Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
- Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
- Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
- Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
- Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
- Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?  Yes  No

In the event of a denial of licensure due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division Web site.

**CERTIFICATION**

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced above.

**X**  
 \_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE