

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.**

City of Bowling Green, Ohio - Application for Employment
The City of Bowling Green is an Equal Opportunity Employer,
and A Drug Free Workplace

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Notice to Applicants – A post-offer screening test for illegal drug use will be required before hire, and screening tests for alcohol and drug use may be required during employment. Also, because of the 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

PLEASE PRINT IN INK OR TYPE

Title of Position Applying for: _____ Date of Application: _____

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail address: _____

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

Best time to contact you (Provide time & preferred phone number): _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Y N

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 When: _____

May we contact your current employer? Y N

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 work: _____ What is your desired salary range: _____

Are you available to work: ___Full-time ___Part-time ___Temporary

Are you available to work: 1st Shift (day) 2nd Shift (evening) 3rd Shift (night)

Swing Shifts Holidays Overtime

Are you currently on "lay-off" status and subject to recall: Y N

Can you travel if the job requires it? Y N

Have you been convicted or plead no contest to a felony within the last five years? 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.)

EMPLOYMENT EXPERIENCE: If you require more space, you should attach another sheet of paper to this application. **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 may be attached, but it **MAY NOT** be used as a substitute for completing this section.)

START WITH PRESENT OR MOST RECENT EMPLOYMENT:

Employer's Name and Address: _____

Employer's Telephone Number: _____

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 employment: _____

Description of Duties, Responsibilities, Equipment Operated:

Employer's Name and Address: _____

Employer's Telephone Number: _____

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 employment: _____

Description of Duties, Responsibilities, Equipment Operated:

Employer's Name and Address: _____

Employer's Telephone Number: _____

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 employment: _____

Description of Duties, Responsibilities, Equipment Operated:

Employer's Name and Address: _____

Employer's Telephone Number: _____

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 employment: _____

Description of Duties, Responsibilities, Equipment Operated:

Employer's Name and Address: _____

Employer's Telephone Number: _____

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 employment: _____

Description of Duties, Responsibilities, Equipment Operated:

SKILLS DATA / INVENTORY: Check any of the following for which you have training, experience or certification.

Office/Clerical

- Typing WPM _____
- Radio Dispatching
- Account Clerk
- Calculator/Adding Machine
- Word Processor (Specify Hardware/Software)
- Mailing Services Equipment

Technical

- Computer Hardware
- Computer Languages
- Computer Software
- Computer Programming
- Graphic Arts
- Heat/Ventilation/AC
- Water

Skilled Crafts

- Power Tools
- Carpentry
- Plumbing
- Electrical
- Welding
- Painting

List software you are proficient in below:

Maintenance

- Backhoe/Front end Loader
- Dump Truck
- Maintenance Repair
- Custodial
- Groundskeeping
- Inventory Control
- Ohio Driver's License
- Commercial Driver's License
- CDL Class: _____

Protective Services

- Ohio Peace Officer's Training
- Where: _____
- _____
- Ohio Fire Training
- Where: _____
- _____

List Ohio Water/Wastewater Treatment Certificates below:

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: _____

Name and Address of Colleges/Universities Attended for **Graduate** Program: _____

Number of Years Completed: _____ Degree Earned: ___Yes ___No

Degree Earned: _____

Course of Study: _____

Other Education/Experience we should be aware of (Provide name and address of facility, certification received, years completed, major area of study/training):

1. List memberships in professional organizations, associations, honors, certifications, and professional licenses you consider significant.
2. List specialized training or qualifications, not indicated already, that might be relevant to employment:
3. State any additional information you feel may be helpful to us in considering your application:

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 and 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 damages 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 prior to hire the City conducts background investigations of selected candidates. The background investigation process for non-temporary full-time and non-temporary part-time hires normally includes contacting current employers, previous employers, and references, and anyone else who those sources recommend; Both a criminal records and a driving records check will be performed. Pre-employment drug testing and medical examinations are done post-offer of employment for all non-temporary full-time and part-time positions. Temporary hires must also submit to the background investigation process or to pre-employment drug testing, especially if the job duties include driving City vehicles or working directly with children. As part of the criminal records check process, those personnel who will work with children will be required to submit to a fingerprint check through the Sheriff’s Office. This process is used to ascertain if a candidate is registered as a sexual predator. I understand that failing the post-offer drug test will result in the City immediately rescinding the job offer tendered to me or the termination of employment, if I am already employed. I further understand that failing the post-offer medical examination may result in my disqualification for the specific job for which I am being considered. For positions which require driving a City vehicle, I understand that I must be insurable with the City’s insurance carrier. Additionally, if the position for which I am hired requires me to maintain a Commercial Driver’s License (CDL), I understand that I will be subject to not only pre-employment drug testing, but also random, post-accident, return-to-duty, and follow-up drug and alcohol testing in accordance with the rules established by the Federal Government. I agree to wear or use any protective clothing or devices, as required, and to abide by all established safety rules. I agree to comply with all City rules, regulations, and policies. I understand that workdays, hours of work, and/or location of my job or duties may be reassigned at the discretion of City 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 established in writing and 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 or without notice.

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

Signature of Applicant: _____ Date: _____

Witness: _____ 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

For
The City of Bowling Green, Ohio

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. Any information you provide will be held confidential.

(PLEASE PRINT- USE PEN)

LAST NAME	FIRST NAME	MIDDLE NAME	DATE
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Position Applying For: _____

INSTRUCTIONS

Indicate the appropriate response for items A – F

- A. Ethnicity** Hispanic or Latino (*a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture regardless of race.*)
OR
 Non-Hispanic/Latino (*if this category is checked, please select from the racial groups found below*)

-
- B. Race** White (Not Hispanic or Latino) Black or African American (not Hispanic or Latino)
 Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
 Asian (not Hispanic or Latino)
 American Indian or Alaskan Native (not Hispanic or Latino)
 Two or More Races (not Hispanic or Latino)

-
- C. Sex** Female Male

-
- D. 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.)

-
- E. Disabled Veteran** Yes No

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

- Came on Own Initiative Ref. By Employment Agency, which: _____
 Referral By Employee Job posting at school, which school: _____
 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. For information or assistance in employment, recruitment, records or benefits, please contact the City of Bowling Green's Personnel Department by phone at (419) 354-6200 or by email at barbara.ford@bgohio.org.

Definitions

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