



**Mount Vernon**

*An Innovative Community; Authentically Hometown*

**Municipal Civil Service Commission  
APPLICATION FOR EMPLOYMENT**

*An Equal Opportunity Employer*

**City of Mount Vernon**

40 Public Square

Mount Vernon, Ohio 43050

**Please print all information**

Position Applying For:				Department:			Date:		
Last Name:			First Name:				Middle Name:		
Date of Birth: Police/Fire Applicants			Social Security Number: Police/Fire Applicants:				Email Address:		
Address:	Number and Street			City			State	Zip Code	
Other name(s) under which you are known:					Cell Phone Number:				

Are you currently employed?.....  Yes  No

May we contact your present employer?.....  Yes  No

Are you 18 years or older?.....  Yes  No

Are you legally eligible for employment in the United States?.....  Yes  No

Have you ever applied and/or worked for the City before?.....  Yes  No

If yes, with whom? \_\_\_\_\_ when? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Is there anything to prevent you from being at work on time?.....  Yes  No

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

Are you able to perform the required duties of this position with or without accommodation?.....  Yes  No

If no, explain \_\_\_\_\_

Do you have any relatives currently employed here?.....  Yes  No

If yes, who? \_\_\_\_\_

**EDUCATION**

SCHOOLS:	NAME OF SCHOOL / ADDRESS:	MAJOR / SUBJECTS STUDIED:	DIPLOMA / DEGREE:	GRADUATE?
High School/GED:				<input type="checkbox"/> Yes <input type="checkbox"/> No
College:				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade, Business or Correspondence:				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:				<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you currently attending school?  Yes  No  Part-Time If so, what courses? \_\_\_\_\_

Describe any specialized training you have completed: \_\_\_\_\_

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**MILITARY**

Have you ever been in the *active* U.S. Armed Services?..... Yes  No If yes, which branch? \_\_\_\_\_ Dates \_\_\_\_\_

Discharged?..... Yes  No Are you applying for military credit?.....  Yes  No  
If yes, please file a copy of your discharge/release with this application.

Are you or have you ever been in the U.S. Reserves?  Yes  No If yes, which branch? \_\_\_\_\_ Dates: \_\_\_\_\_  
(Reserve Duty is not eligible for military credit)

**EMPLOYMENT HISTORY**

NAME & ADDRESS OF COMPANY AND TYPE OF BUSINESS:	FROM (MO-YR)	TO (MO-YR)	TITLE AND RESPONSIBILITIES:	REASON FOR LEAVING:	NAME, TITLE & PHONE # OF YOUR CURRENT/PREVIOUS SUPERVISOR

**APPLICANT'S STATEMENT**

***Please read carefully before signing.***

I certify that the facts contained in this application are true and complete to the best of my knowledge. Should the City of Mount Vernon employ me, any false or misleading information on my application or related papers or during any oral interviews will result in my employment being immediately terminated.

I authorize investigation of all statements contained in this application and the references and employers listed above to give you all information concerning my previous employment and any pertinent information they may have, personal or otherwise, to arrive at an employment decision. I hereby release The City of Mount Vernon, any former employer and any third party from any liability whatsoever that may be imposed as a result of the release of such information. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

If separated from employment from the City of Mount Vernon for any reason, I authorize the City of Mount Vernon to furnish any information related to my employment to any employment reference and release from liability the City of Mount Vernon and/or any person giving or receiving any such information.

I understand that I am required to abide by all rules and regulations of the City of Mount Vernon. I have read, understand, and agree to the above.

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

*The City of Mount Vernon provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*