



**City of Troy, Ohio**  
**Employment Application**  
(An Equal Opportunity Employer)

DATE \_\_\_\_\_

This application is part of your civil service examination. Each position requires a separate application. Answer all questions in INK accurately and completely. A false or misleading statement or omission will invalidate your application or appointment. If you need additional space for any response, please continue on a separate sheet of paper, which you must sign and date.

**PERSONAL INFORMATION**

NAME \_\_\_\_\_  
Last Name First Name Middle Initial

POSITION APPLIED FOR \_\_\_\_\_ SOCIAL SECURITY# \_\_\_\_\_

HAVE YOU EVER BEEN KNOWN BY ANY OTHER NAMES? IF SO, LIST ALL NAMES:  
\_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
Street City State Zip

How long have you lived at this address? \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_  
Street City State Zip

How long did you live at this address? \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELL PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ REFERRED BY \_\_\_\_\_

Are you physically able to perform the job with or without reasonable accommodation? YES \_\_\_ NO \_\_\_

Are you a present or former employee of the City? YES \_\_\_ NO \_\_\_ If yes, give dates \_\_\_\_\_

Are you a U.S. citizen or do you have a valid permanent resident card? YES \_\_\_ NO \_\_\_

Is any relative or member of your household employed by the City of Troy? YES \_\_\_ NO \_\_\_  
If yes, list names \_\_\_\_\_

Have you ever been fired or forced to resign? YES \_\_\_ NO \_\_\_ If yes, explain \_\_\_\_\_

Driver's License: Operator YES \_\_\_ NO \_\_\_ CDL YES \_\_\_ NO \_\_\_ If yes, list class \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## EDUCATION

	Name & Location of School Attended	How Many Years	Did You Graduate	Subjects Studied
High School				
College				
Other				

Subjects of special study or research work \_\_\_\_\_

U.S. Military Service or Reserves: List dates, rank, and type of discharge \_\_\_\_\_

List location and name of last unit assignment \_\_\_\_\_

Do you claim veteran's preference? YES\_\_\_ NO\_\_\_ If yes, you must attach your DD214.

## SPECIAL SKILLS & QUALIFICATIONS

Summarize special job-related skills, qualifications, certifications, or training that you acquired from employment or other experience. If you need additional space, continue on a separate sheet of paper, which you must sign and date.

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## PROFESSIONAL REFERENCES

Give below the names of three persons not related to you, whom you have known at least one year and whom have knowledge of your character, experience, and abilities.

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

LIST ALL THE JOBS YOU HAVE HAD, STARTING WITH THE MOST RECENT. EXPLAIN ANY GAPS IN EMPLOYMENT GREATER THAN 3 MONTHS.

<b>Employer</b>	<b>Address</b>	<b>Telephone #</b>
<b>Job Title</b>	<b>Work Performed</b>	<b>Supervisor</b>
<b>Dates Of Service</b>	<b>Reason for Leaving</b>	<b>Hourly Rate/ Salary Start-Final</b>

<b>Employer</b>	<b>Address</b>	<b>Telephone #</b>
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<b>Employer</b>	<b>Address</b>	<b>Telephone #</b>
<b>Job Title</b>	<b>Work Performed</b>	<b>Supervisor</b>
<b>Dates of Service</b>	<b>Reason for Leaving</b>	<b>Hourly Rate/ Salary Start-Finish</b>

**IN CASE OF EMERGENCY NOTIFY:**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_

**CERTIFICATION: PLEASE READ CAREFULLY BEFORE SIGNING**

The information I provided in this Employment Application is true and complete. I understand that any false or misleading statement or omission in this application or during the hiring process, whenever it may be discovered, will result in disqualification or termination.

If I receive an offer of employment, I authorize a medical examination, including a drug screen, by an examiner selected by the City. I understand that any offer of employment may be contingent upon such medical examination and a background check.

I acknowledge that, if hired, my employment is for no definite period and may be terminated at any time with or without cause, by either me or the City. I understand that this cannot be changed except in a writing signed by the Director of Public Service and Safety that states it is intended to make that change. Anything said or implied to the contrary is not binding on the City.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize any reference, school, former employer or other person to disclose to the City of Troy, Ohio, upon request, any information they may have about me and I release them from all liability for disclosing such information.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**AUTHORIZATION AND DISCLOSURE OF CONSUMER REPORT  
AND INVESTIGATIVE CONSUMER REPORT  
UNDER THE FAIR CREDIT REPORTING ACT**

The City of Troy, Ohio may obtain or cause to be prepared consumer reports for employment purposes. It may be an investigative consumer report which is obtained through personal interviews and might include information as to your character, general reputation, personal characteristics and mode of living.

You may make a written request, within a reasonable period of time, for a disclosure of the nature and scope of any investigative consumer report we have requested. You may also request a written summary of your rights under the Fair Credit Reporting Act.

If you consent to our obtaining a consumer report or investigative consumer report, sign and date below. We will not process your application until this is signed.

\* \* \*

I authorize the City to obtain or cause to be prepared consumer reports, and investigative consumer reports, about me for employment purposes. I understand that in obtaining such consumer reports and investigative consumer reports, a consumer reporting agency may be used, and I authorize such use. This authorization and disclosure will remain effective for the duration of my employment, if I am hired.

I have received a copy of this authorization and disclosure.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

**CITY OF TROY, OHIO  
VOLUNTARY SELF-IDENTIFICATION FORM**

The City of Troy, Ohio is an Equal Employment Opportunity employer. To comply with federal EEO reporting requirements, the City asks applicants to voluntarily self-identify their sex and race or ethnicity. Submission of this information is voluntary and will not affect your opportunity for employment.

**This information will be used only for EEO reporting requirements and will be kept separate from your employment application.**

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Please Print

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

Sex: (check one)             Male             Female

Race/Ethnic Identification: (check one)

- White (not of Hispanic Origin) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic Origin) – A person having origins in any of the Black racial groups of Africa.
- Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Somoa.
- American Indian or Alaskan Native – A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Two or More Races – A person who identifies with two or more of the above race/ethnicity categories.