



Veteran of the U.S. Military Service? Yes No If yes, Branch \_\_\_\_\_

List professional, trade, business or civic activities and offices held.  
 (Exclude those that indicate race, color, religion, sex, national origin or disability): \_\_\_\_\_

Give name, address and telephone number of three references who are not related to you and are not previous employers.

## Education

	Elementary	High	College/University	Graduate / Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study:				
Describe Specialized Training, Apprenticeship, Skills & Extra-curricular Activities				

Honors Received:

### IMPORTANT; PLEASE READ BEFORE SIGNING

As an equal opportunity employer our company policy, as well as federal and state laws, prohibit discrimination in employment based on race, color, religion, sex, national origin, disability or age when not specifically required for the position. As a part of this application for employment, which includes the bond application and the health record, I hereby authorize the City of Hilliard to investigate my references and to make and preserve such records. I further agree that failure to reveal any prior employer, or the giving of any false or misleading information by me will be grounds for termination of employment.

Have you ever been convicted of a felony? Yes No

Are you a U.S. Citizen? Yes No

# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names, which indicate race, color, religion, sex or national origin.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
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Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

## AFFADAVIT

STATE OF OHIO

COUNTY OF: \_\_\_\_\_

\_\_\_\_\_, Being duly sworn, states that the foregoing information is true to  
 (Please print Applicant's name above)  
 the best of his/her knowledge and belief. I understand, and authorize a background investigation.

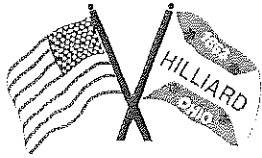
Signature \_\_\_\_\_  
 (Applicant to sign above in the presence of a Notary)

Sworn before me in my presence subscribed this \_\_\_\_ day of (Mo.) \_\_\_\_\_ (Yr.) \_\_\_\_\_

NOTARY \_\_\_\_\_

(SEAL)

My Commission Expires \_\_\_\_\_



# City of Hilliard

Don Schonhardt, Mayor

3800 Municipal Way • Hilliard, Ohio 43026-1696 • Municipal Offices (614) 876-7361

## HILLIARD CIVIL SERVICE COMMISSION

### NOTICE TO APPLICANTS – REMINDER

- 1) All application information MUST be completed. If a form item is not applicable, it should be marked “N/A” as opposed to being left blank. Missing information can be grounds for rejection and non-eligibility to take the civil service exam for the position applying.
- 2) Resumes should NOT be submitted in lieu of application for employment information, nor in addition to a completed application. Resumes are neither required nor requested and will not be retained by the civil service commission if submitted.
- 3) All applications MUST be notarized.
- 4) Return of applications MUST BE MAILED to the address identified on the application form. We will not accept any application that has not been postmarked.
- 5) Return of applications MUST be postmarked by the date identified in the available position public advertisement. Applications that are received by the civil service commission postmarked after the date specified in the advertisement will be rejected and the applicant will not be eligible to take the examination.
- 6) Military credit may be given to an applicant passing the exam. If you served in the military service and you wish to receive credit you must mail a copy of your discharge paperwork (DD214) at the same time you mail in your application. We will no longer accept any DD214's, or any other type of discharge paperwork, after the application has been received.
- 7) Applicants MUST submit their application and \$20.00 non-refundable application fee (by either check or money order) at the time they submit their application for acceptance and testing.
- 8) Each applicant MUST send in the following in one mailing:  
Completed application, notarized, with a \$20.00 check or money order, fee form, and if applicable, a copy of military discharge paperwork (DD214).

\$20.00 (non-refundable) fee must accompany each employment application, along with a copy of this form, and mailed to:

Hilliard Civil Service Commission  
P.O. Box 352  
Hilliard, Ohio 43026  
Attn: Teresa Kohan, Secretary

A check or money order in the amount of \$20.00, should be made payable to:  
**City of Hilliard.** NO CASH accepted as payment.

Receipts will not be mailed. Cancelled check will be applicants' receipt.

Returned checks, due to insufficient funds, are grounds for disqualification.

Please do not return applications to the Hilliard Municipal Building. Applications will only be accepted when received through the P.O. Box listed above, postmarked prior to any deadline dates advertised.

**Employment application - Fee form  
For Hilliard Civil Service Positions**

Applying for position with:  
(PLEASE CIRCLE ONE)

City of Hilliard OR Hilliard City Schools

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Applicant's Name

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Address

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Telephone Number

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Test name and date of exam

\$20.00 Application Fee – Paid with check or money order number: \_\_\_\_\_

EQUAL OPPORTUNITY EMPLOYER