

Civil Service Commission
 City Hall / Third Floor
 218 Cleveland Ave. SW
 Canton, OH 44702-4218

CITY OF CANTON, OHIO
 CIVIL SERVICE COMMISSION
 Phone: (330) 489-3360
 www.cantonohio.gov



For Office Use Only: Last Name _____

To be considered for employment you must complete this entire application accurately. **Please print clearly.**

General Information

What position are you applying for?		
Last Name	First Name	Middle Initial
Present Address	City, State, Zip Code	Years at this address
Phone Number	Alternate Phone Number	Social Security Number
How long have you lived in Stark County?	How long have you lived in Canton?	U. S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No

The Civil Service Law prohibits classified employees from holding any position in a political office or club. Do you belong to any organization of this type at the present time? Yes No

Are you an elected official such as a precinct committee person? Yes No

Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, License Number _____
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Military History

Branch of Military Service	Date Served: From _____ To _____
Rank when separated:	Present Reserve Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive
Describe any training or honors received in Military:	Describe duties:
Did you serve at least 180 day of consecutive active duty service? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, were you honorably discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No

Education

Please indicate below all of the schools you have attended beginning with high school, including trade, business, college or vocational school.

Name of School	Location of School (City and State)	Major/Minor	Type of Degree

List any professional licenses, certificates or other training you have.

Legal

Have you ever been indicted or convicted of a misdemeanor? Yes No If yes, give dates, offense, and disposition.

Have you ever been indicted of convicted of a felony? Yes No If yes, give dates, offense, court, and disposition.

If yes, was the charge reversed of annulled? Yes No

First Name _____

MI _____

Date _____

Time _____

Other Skills

Office Machine Operated:	Typing Speed w.p.m.
Factory, Construction, or Street Equipment Operated:	
Describe any other skills which are related to the kind of work you want to do:	

Employment History

List your employment, starting with your most recent.

_____ to _____ month/year month/year _____ per _____ hrs.per salary week	Name of Employer and Location	Phone Number and Supervisors Name
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Your title and duties:	Reason for leaving:
Number of workers you supervised:	May we contact? ___ Yes ___ No Please initial here _____

_____ to _____ month/year month/year _____ per _____ hrs.per salary week	Name of Employer and Location	Phone Number and Supervisors Name
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Your title and duties:	Reason for leaving:
Number of workers you supervised:	May we contact? ___ Yes ___ No Please initial here _____

_____ to _____ month/year month/year _____ per _____ hrs.per salary week	Name of Employer and Location	Phone Number and Supervisors Name
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Your title and duties:	Reason for leaving:
Number of workers you supervised:	May we contact? ___ Yes ___ No Please initial here _____

References

Give three (3) references who are not employers or relatives. They may be called upon to furnish information concerning your habits, character, job reference and ability.

Name	Address and Phone Number	Occupation

PLEASE READ CAREFULLY

I hereby certify that the answers given and statements made on this application are true and correct. I am aware that a representative of the City of Canton may conduct an investigation of my background to assist in determining my suitability for this employment. I further understand that any applicant who intentionally makes a false statement or who practices fraud in filling out this application will be refused employment. If already appointed, subsequent evidence of misrepresentation will be considered adequate cause for termination of employment.

I hereby authorize all my previous employers and references to furnish any information concerning my personal character, health, reputation, habits, and work records. I hereby release all such persons and the City of Canton from liability or damages incurred as a result of furnishing or obtaining this information.

Applicant's Signature

Date

CANTON CITY SCHOOLS
Human Resources
Canton, Ohio

PRE-EMPLOYMENT AGREEMENT

Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to inquire into background/records of each certified and classified full-time, part-time and substitute candidate who may be seriously considered for employment. A request will be made to the Bureau of Criminal Identification and Investigation for records on employment candidates.

STATEMENT AND RELEASE FOR BACKGROUND INFORMATION

I acknowledge being informed that, as a precondition to employment in the position for which I am applying, I Must in accordance with Ohio law both provide a set of fingerprints and satisfactorily pass a criminal records check if I come under final consideration for employment. I recognize that I will be charged \$51.00 for the cost of the records check (or such lesser amount as the Bureau Of Criminal Identification and Investigation may charge the School District in some cases) and that, unless I pay the fee, I will not be considered for employment.

I also accept that I may be conditionally employed pending the receipt of information from the above sources and may be dismissed based upon the contents of the information.

Applicant Signature

Date

Printed Name of Applicant