

APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)		Date of Application
Applicant's Address (Street)		Applicant's Email Address
Applicant's Address (City, State, Zip)		
Telephone () ()	Business phone where you can currently be reached () ()	May we contact you there? _____ Yes _____ No
Position(s) Applied For (List Job Titles)		Status Desired _____ Full Time _____ Part time _____ Temporary
Referral Source _____ Advertisement _____ Employment Agency _____ College/Career Placement Office _____ Job Fair _____ Employee _____ Other		
Are you willing to travel? _____ Yes _____ No _____ Limited	Are you willing to work overtime? _____ Yes _____ No _____ Limited	Salary Requirements
Date Available for Work		
Have you filed an application or been employed here before? _____ Yes _____ No If yes give date(s)		
Are you 18 years of age or older? _____ Yes _____ No	Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? _____ Yes _____ No	
List any friends or relatives employed by Main Street Ravenna or who may serve on the Main Street Ravenna Board of Directors. What is the relationship?		
Have you ever been convicted of a felony? _____ Yes _____ No If yes, provide all detail* (Conviction of a crime will not automatically disqualify you from employment, but will be considered in light of job requirements).		
Are you licensed to drive? _____ Yes _____ No If yes, In what state? _____ License # _____ Is your license currently under suspension for any reason? _____ Yes _____ No If yes, Please explain:		

EMPLOYMENT EXPERIENCE (List each job held. Start with your present or most recent job. Include military service assignments and volunteer activities.)

Date From	Employer Name	Employer Address:		
Date To	Employer Phone Number	Job Title	Starting Salary/Hrly Rate	Final Salary/Hrly Rate
1	Supervisor	Reason for Leaving		
	Work Performed			May we contact? _____ Yes _____ No
	Are you known by another name(s)? _____ Yes _____ No		If yes, What name?	
Date From	Employer Name	Employer Address:		
Date To	Employer Phone Number	Job Title	Starting Salary/Hrly Rate	Final Salary/Hrly Rate
2	Supervisor	Reason for Leaving		
	Work Performed			May we contact? _____ Yes _____ No
	Are you known by another name(s)? _____ Yes _____ No		If yes, What name?	

Date From	Employer Name		Employer Address:	
Date To	Employer Phone Number	Job Title	Starting Salary/Hrly Rate	Final Salary/Hrly Rate
3	Supervisor		Reason for Leaving	
	Work Performed			May we contact ? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name(s) ? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, What name(s)?	
Date From	Employer Name		Employer Address:	
Date To	Employer Phone Number	Job Title	Starting Salary/Hrly Rate	Final Salary/Hrly Rate
4	Supervisor		Reason for Leaving	
	Work Performed			May we contact ? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name(s) ? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, What name(s)?	

PLEASE EXPLAIN GAPS IN EMPLOYMENT GREATER THAN 90 DAYS

Dates	Reason

REFERENCES (List professional references only, Do not list friends or relatives)

Name and Title	Address/Phone Number

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma or Degree
High School				
College				
Other (Specify)				

Are you known to schools by another name? Yes No If yes, what name(s) are you known by?

Resume: provided with application already on file and current

PRE-EMPLOYMENT STATEMENT

I represent that my responses set forth in this application are truthful, accurate and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my application for employment and, should I be hired by Main Street Ravenna termination of my employment.

I authorize representatives of Main Street Ravenna to contact educational institutions, state and federal agencies (to conduct driving record checks and criminal history records checks) and employers designated in this Application for purposes of verification and investigation of my educational, criminal record, driving record, and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by a Main Street Representative. I hereby release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment and, should I be hired by Main Street Ravenna, I understand that I could be subject to an outside probe if accused of wrongdoing.

Please be aware that Main Street Ravenna is required to report new hire information in accordance with all local, state and federal requirements. I certify that I am neither suspended nor excluded from participation in Medicare or state health programs under provisions of sections 1128 or 1156 of the Social Security Act. Main Street Ravenna desires to maintain a safe and healthy working environment for the benefit of all employees. Where there is a reasonable question as to whether or not I can safely perform duties of my job due to my physical or mental condition, Main Street Ravenna reserves the right to terminate my employment upon a reasonable investigation of circumstances and information.

Submission of the application does not entitle me to be interviewed by Main Street Ravenna. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of Main Street Ravenna to provide any benefit to me. This Application shall be pending, unless withdrawn by me, until Main Street Ravenna makes a decision on whether or not to hire me or until the 30th day of submission of this application to Main Street Ravenna, whichever occurs first. If no action is taken on my Application within a 30-day period, I understand that I may be required to re-apply to Main Street Ravenna in order to be considered for employment. Should I be employed by Main Street Ravenna, I agree to comply with any and all employment rules and policies of Main Street Ravenna. Furthermore, I understand that Ohio is an "at-will" state and Main Street Ravenna may revoke my employment pursuant to Ohio employment laws.

After reading all of the terms of this application, I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with Main Street Ravenna is on an "at-will" basis, meaning that such employment may be permanently discontinued by either Main Street Ravenna (through discharge or layoff) or myself through voluntarily quitting at any time without notice and without any recourse of any kind by either party. I expressly agree and understand that this is the entire agreement with Main Street Ravenna and me on the subject of discharge termination and/or layoff, and it may be changed only by an agreement in writing signed by the President of Main Street Ravenna Board of Directors. I agree to confirm to the rules and policies of Main Street Ravenna and I also agree that I shall be subject to other conditions, which Main Street Ravenna may adopt. I affirm the information in this application is true and complete and any intentional deception herein may be considered sufficient cause for dismissal.

Date _____ Applicant's Signature _____