

**Town of Dayton ~ 721 Walnut P.O. Box 557 Dayton IN 47941**  
 email : ron.koehler@dayton.in.gov

**APPLICANT INFORMATION**

Position		Date
Last Name	First	M.I
Street Address		
City	State	ZIP CODE
Home Phone	Cell Phone	Work Phone
Social Security No		

**EDUCATION HISTORY**

Institution	Other Institution
City	State
Degree	From
Field of Study 1	To
Field of Study 2	Years Completed
Institution	Other Institution
City	State
Degree	From
Field of Study 1	To
Field of Study 2	Years Completed
Institution	Other Institution
City	State
Degree	From
Field of Study 1	To
Field of Study 2	Years Completed
Institution	Other Institution
City	State
Degree	From
Field of Study 1	To
Field of Study 2	Years Completed

Institution	Other Institution
City	State
Degree	From
Field of Study 1	To
Field of Study 2	Years Completed

DRIVER'S LICENSES			
License Number		License Type	
State	Expiration Date	Primary	
Restrictions		Endorsements	

LICENSES / CERTIFICATIONS			
Certification		Type	
State	Issued Date	Expiration Date	
Notes			
Certification		Type	
State	Issued Date	Expiration Date	
Notes			
Certification		Type	
State	Issued Date	Expiration Date	
Notes			
Certification		Type	
State	Issued Date	Expiration Date	
Notes			

**REFERENCES**

*Please list three professional references.*

Name		Relationship	
Home Phone		May We Contact	
Cell Phone	Work Phone		Ext
Title		Occupation	
Address			
City	State		Zip
Email			

Name		Relationship	
Home Phone		May We Contact	
Cell Phone	Work Phone		Ext
Title		Occupation	
Address			
City	State		Zip
Email			

Name		Relationship	
Home Phone		May We Contact	
Cell Phone	Work Phone		Ext
Title		Occupation	
Address			
City	State		Zip
Email			

**Please complete the employment history beginning with the most recent employer first.**

**PREVIOUS EMPLOYMENT**

Employer \_\_\_\_\_

Phone \_\_\_\_\_

Type Of Business \_\_\_\_\_

Ext: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Ending Salary \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Ext \_\_\_\_\_ May We Contact ? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason For Leaving

**Previous Employment**

Employer \_\_\_\_\_

Phone \_\_\_\_\_

Type Of Business \_\_\_\_\_

Ext: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Ending Salary \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Ext \_\_\_\_\_ May We Contact ? Yes \_\_\_\_\_ No \_\_\_\_\_

Responsibilities

Reason For Leaving

**Please complete the employment history beginning with the most recent employer first.**

Previous Employment	
Employer _____ Type Of Business _____	Phone _____ Ext: _____
Address _____ City _____ State _____ Zip _____	
Job Title _____	Start Date _____ End Date _____
Ending Salary _____	
Supervisor Name _____ Title _____ Phone _____ Ext _____ May We Contact ? Yes _____ No _____	
Responsibilities	
Reason For Leaving	

Previous Employment	
Employer _____ Type Of Business _____	Phone _____ Ext: _____
Address _____ City _____ State _____ Zip _____	
Job Title _____	Start Date _____ End Date _____
Ending Salary _____	
Supervisor Name _____ Title _____ Phone _____ Ext _____ May We Contact ? Yes _____ No _____	
Responsibilities	
Reason For Leaving	

**Please complete the employment history beginning with the most recent employer first.**

Previous Employment	
Employer _____	Phone _____
Type Of Business _____	Ext: _____
Address _____	
City _____	State _____ Zip _____
Job Title _____	Start Date _____ End Date _____
Ending Salary _____	
Supervisor Name _____ Title _____	
Phone _____	Ext _____ May We Contact ? Yes _____ No _____
Responsibilities	
Reason For Leaving	

**ADDITIONAL INFORMATION**

Have you ever been discharged or asked to resign from any position?	Yes	No
Are you now or have you ever been employed by the Town of Dayton? If yes, please provide dates, positions(s) held, and name;	Yes	No
Have you ever pled "Guilty" or "No Contest" to, or been convicted of a Crime excluding Juvenile Court and traffic violations?	Yes	No
If yes please provide date(s), location and other details. Answering "Yes" to these questions does not constitute automatic bar to employment. Factors such as the date of the offense, seriousness, and nature of the violation, rehabilitation, and position applied for will be taken into account.		
Date _____		
Details:		
If you are under 18 and it is required can you furnish a work permit? If no please explain		
Please list any skills which are required by the announcement:		
Additional Information and Notes:		

**Relatives Employed by this Agency**

Name	Relationship	Department
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**Disclaimer and Signature**

## APPLICANT STATEMENT

Please read the following Applicant Statement carefully.

I certify that all information I have provided in order to apply for secure work with the Town of Dayton is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from employment whenever it is discovered.

I expressly authorize, without reservation, the Town of Dayton, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application resume or job interview. I expressly consent to a limited criminal history. I hereby waive any and all rights and claims I may have regarding the Town of Dayton, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Town of Dayton does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Town of Dayton reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employee for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Town representative.

I understand that the Town of Dayton reserves the right to amend or modify the personnel policy handbook and other Town policies at any time, without prior notice. These policies do not create any promises or contractual obligations between the Town of Dayton and its employees.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete and I-9 form in this regard.

The submission of this application shall serve in lieu of my signature that I have read, fully understand and accept all terms of the foregoing applicant statement.

Signature

Date