



City of Bowling Green Application for Employment



The City of Bowling Green is an Equal Opportunity Employer & maintains a Drug-Free Workplace

*Submit completed application form to City of Bowling Green, HR Department 305 N. Main St., Bowling Green, OH 43402.
You may also email your application to humanresources@bgohio.org or fax to (419) 352-1262.
All application materials must be submitted by 4:30 pm on the deadline day.*

The City considers applicants for positions without regard to a person's actual or perceived membership in any legally protected classification or status. Pursuant to the Federal Exemption to the ADEA and Ohio law, age maximums are established when hiring entry-level Police Officers and Firefighter/EMTs.

Notice to Applicants: A drug test may be required before hire, and during employment. As a result of the Ohio Public Records Law, the identity of applicants and application materials cannot be considered confidential and may be subject to disclosure.

Employment applications are accepted only when specific job vacancies are available and unsolicited applications will not be accepted or retained.

PLEASE PRINT IN INK OR TYPE

Title of Position Applying for: _____ Date of Application: _____

Date Available to work: _____ Desired salary: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Preferred Name (if different from above) _____

Have you ever worked under another name? _____ If yes, what name(s): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Phone Number: _____ Email Address: _____

Are you a U.S. veteran? _____

Are you currently employed? _____ If so, may we contact your current employer? _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____

Have you ever filed an application with the City before? If so, when and for what position: _____

Have you previously worked at the City of Bowling Green? If so, when? _____

What was your job title? _____

Are you prevented from lawfully becoming employed in the US because of Visa or Immigration Status? _____
(Proof of citizenship or immigration status is required upon employment)

How did you learn about this job opening?

Newspaper - Name of Paper: _____ Website - Name of Website: _____
Employment Agency - Name: _____ Friend or Relative - Name: _____
City Employee - Name: _____ Other: _____

Do you have any relatives currently employed by the City? _____ If yes, list name(s): _____

Can you perform the essential functions of the job, as described in the job description, with or without reasonable accommodations? _____ If accommodation(s) are necessary, please complete *Reasonable Accommodation Request Form* (page 6 attached).

Skills Inventory: List any training, experience, licenses or certification(s) you have that make you especially qualified for this position: _____

Employment Experience

Please include your ENTIRE employment history. Attach another sheet of paper to this application if necessary. Include military service or any job-related volunteer activities.

Current/Most Recent Employer's Name: _____

Address: _____

Job Title(s) Held: _____

Supervisor's Name and Title: _____

Supervisor's Phone: _____ Email: _____

Employment Period: From: Month/Year _____ To: Month/Year _____

Description of Duties, Responsibilities, and Equipment Operated: _____

Employer's Name: _____

Address: _____

Job Title(s) Held: _____

Supervisor's Name and Title: _____

Supervisor's Phone: _____ Email: _____

Employment Period: From: Month/Year _____ To: Month/Year _____

Description of Duties, Responsibilities, and Equipment Operated: _____

Employer's Name: _____

Address: _____

Job Title(s) Held: _____

Supervisor's Name and Title: _____

Supervisor's Phone: _____ Email: _____

Employment Period: From: Month/Year _____ To: Month/Year _____

Description of Duties, Responsibilities, and Equipment Operated: _____

Any additional information you feel may be helpful in considering your application such as memberships in professional organizations, honors, certifications, and professional licenses you consider significant: _____

Education and Training

High School Education

Name of High School: _____

Address: _____

Did you graduate or earn a GED? _____ If not, highest grade completed: _____

Post-Secondary Education (Undergraduate Program/Trade or Tech School)

Name of College/University/Tech School: _____

Address: _____

Did you graduate? _____ If not, number of years completed: _____

Degree Earned: _____ Course of Study: _____

Name of College/University/Tech School: _____

Address: _____

Did you graduate? _____ If not, number of years completed: _____

Degree Earned: _____ Course of Study: _____

REFERENCES

List three people you have known for at least two (2) years who have knowledge of your work and/or education experience. These individuals should not include family members, friends, or current / previous supervisors.

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant's Certification and Agreement

Please Read Carefully Before Signing

"I hereby certify that the information and facts set forth in this application are true, and complete without omission to the best of my knowledge. I understand that any falsifications, misrepresentations, omissions of any facts, or incomplete statements in this application or other documents submitted for consideration of employment, such as a résumé, or information provided in any interview, will be cause for denial of employment or immediate termination of employment, if employed, regardless of the timing or circumstances of discovery. I understand that, if I am hired, this Application becomes a part of my official employment record. This application supersedes any other applications previously filed with the City of Bowling Green.

I authorize the City of Bowling Green to investigate any and all information provided or known. I hereby authorize any and all schools, employers, references, regulatory boards, courts and any others who have information about me to provide such information to the City of Bowling Green and/or any of its employees, representatives, agents or vendors. I release any such person, company, institution, or government agency from any liability for any and all damages that may result from providing and/or furnishing such information to the City of Bowling Green with regard to this application for employment.

I understand that, prior to hire, the City conducts background investigations. The background investigation process for non-temporary full-time and non-temporary part-time hires includes contacting current employers, previous employers, and references, and anyone else who those sources recommend. Both a criminal record and a driving record check may be performed, based on the position being filled. Additionally, pre-employment drug testing and medical examinations may be required pursuant to a conditional offer of employment. Temporary hires must also submit to the background investigation process or to pre-employment drug testing if the job duties include driving City vehicles or working directly with children. As part of the criminal records check process, those personnel who will work with children will be required to submit to a fingerprint check. I understand that failing the pre-employment drug test will result in the City immediately rescinding the job offer tendered to me or, if hired, the termination of employment. I further understand that failing the pre-employment medical examination may result in my disqualification. For positions which require driving a City vehicle, I understand that I must be insurable with the City's insurance carrier. Additionally, if the position for which I am hired requires me to maintain a Commercial Driver's License (CDL), I understand that I will be subject to not only pre-employment drug testing, but also random, post-accident, return-to-duty, and follow-up drug and alcohol testing in accordance with the rules established by the FMCSA. I agree to wear or use any protective clothing or devices, as required, and to abide by all established safety rules. I agree to comply with all City rules, regulations, and policies. I understand that workdays, hours of work, and/or location of my job or duties may be reassigned at the discretion of City management.

I understand that nothing herein or after may be deemed a contract for employment, either actual or implied. I understand that no employee or representative, other than the Mayor of the City of Bowling Green, has the authority to enter into any agreement

In consideration of the City of Bowling Green's review of my application, I agree that any claim or lawsuit arising out of my employment with or application for employment with the City of Bowling Green must be filed no later than six (6) months after the date of employment action that is subject of the claim or lawsuit. While I understand that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, I agree to be bound by the six (6) month period of limitations set forth herein and I waive any statute of limitations to the contrary.

In consideration of employment, if offered, I agree to abide by and adhere fully to all rules, regulations, policies and procedures of the City of Bowling Green at all times. I further understand that the rules, regulations, policies and procedures may be changed at any time, with or without notice."

Signature of Applicant: _____ Date: _____



DEPARTMENT OF HUMAN RESOURCES
CITY OF BOWLING GREEN

-IF APPLICABLE-

REASONABLE ACCOMMODATION REQUEST FORM

Please Print

Name: _____
Last First MI

Preferred Phone: _____ Email Address: _____

Position/Title Applied for or City Program/Service: _____

"I am either an applicant for the position named above or I am interested in the City program/service listed above, and may require Reasonable Accommodation. I hereby request that either the Human Resources Department or the appropriate City department contact me regarding reasonable accommodation in the application and/or testing process, or the program/service I have noted above. I authorize the Human Resources Department and/or appropriate City Department to verify this request.

Applicant's Signature: _____ Date: _____

PLEASE DESCRIBE BELOW THE ACCOMODATION YOU MAY REQUIRE:

City of Bowling Green Administrative Instruction No.7 Diversity and Workplace Equity

The City of Bowling Green is committed to building a diverse workforce which reflects the face of the community we serve; honors and respects the differences and abilities of all our employees and residents; and provides employees with the necessary opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity recognizes and respects the multitude of differences that all employees bring to the workplace. Diversity compliments organizational values that stress teamwork, leadership, empowerment, and quality service. Diversity means striving to maintain an environment and take steps to ensure that all employees know they are welcome.

To achieve workplace equity and inclusion, the City of Bowling Green will observe the practices outlined below:

- Ensure non-discrimination in employment on the basis of actual or perceived race, color, religion, national origin, gender/sex, pregnancy, age, marital status, sexual orientation, creed, ancestry, disability, political ideology, military status, veteran status, gender expression, gender identity, family status, physical characteristics, HIV-status, ethnicity, immigration status, source of income, or genetic information.
- Recruiting efforts will seek applicant pools that are both capable and diverse.
- Employment decisions will be based on job-related criteria and will provide opportunities for entry and promotion into non-traditional jobs.
- Ensure a workplace free of all forms of harassment.
- Develop a procedure for prompt, thorough, and impartial investigations of discrimination or harassment complaints, and will act on appropriate measures to provide remedy or relief to individuals who have been victims of illegal discrimination or harassment.
- Measures to ensure accountability for managing diversity will be incorporated into the performance management system for supervisors and managers. The Municipal Administrator will evaluate the effectiveness of the City's diversity policies and programs.

By creating a workplace where all employees can work toward their maximum potential, the City of Bowling Green will retain qualified and productive employees who will provide excellent services to our residents.

Signed by Mayor Mike Aspacher 06/2021

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It is and will continue to be the policy of the City of Bowling Green to be an equal opportunity employer. As Mayor of the City of Bowling Green, I wish to emphasize my commitment and the commitment of the City of Bowling Green's administration to maintaining the principle of equal employment opportunity and achieving affirmative action progress. This policy and the procedures and actions for implementation of the City's affirmative action plan are fully supported by the City administration, and resources will be made available to effectuate the AAP's goals and objectives.

In furtherance of the City's EEO policy, the City of Bowling Green will continue to recruit, hire, train, and promote into all job categories the most qualified persons without regard to a person's actual or perceived, race, immigration status, source of income, color, religion, age, gender/sex, pregnancy, national origin, marital status, sexual orientation, creed, ancestry, disability, political ideology, veteran status, military status, gender expression, gender identity, family status, physical characteristics, HIV-status, or genetic information. In addition, the City of Bowling Green will continue to administer all personnel matters, including compensation, benefits, transfers, layoffs, City-sponsored training and education, and any other social or recreational programs in accordance with the City's EEO policy.

The City of Bowling Green is committed to basing all employment and personnel decisions on objective, performance-related criteria and to eliminating any inadvertent underutilization of qualified minorities and women.

The City's Human Resources office, under the direction of Michelle Ish, is responsible for implementing, monitoring, and reporting on the progress of the City's AAP. Specifically, the Human Resources division is charged with responsibility for:

- establishing job descriptions and selection criteria that reflect actual job needs and are tailored to job performance;
- reviewing and revising, if necessary, the City's employment practices to improve any inadvertent underutilization of qualified minorities and women;
- actively recruiting qualified minority and female candidates for openings in City employment; and
- creating and implementing developmental opportunities to improve any inadvertent underutilization of qualified minorities and women.

The City of Bowling Green is also committed to the following specific steps designed to foster utilization of qualified minorities and women through affirmative action:

- workforce analysis and internal review of all personnel activity to identify any areas of inadvertent underutilization;
- creation and implementation of hiring and promotion goals in any areas of inadvertent underutilization; and
- creation and implementation of internal procedures to monitor, measure, and report on affirmative action progress to top-level City administrators.

Signed by Mayor Mike Aspacher 04/2023