



Employment Application

4785 E. National Road
 Springfield, OH 45505
 Telephone 937-324-2188

INSTRUCTIONS AND INFORMATION

To be considered for employment with Heart of Ohio Antique Center, you must complete this application in full, with complete and correct information. Failure to do so may result in disqualification from consideration for hire and/or termination of employment in the event you are hired. All application materials become the property of Heart of Ohio Antique Center and will not be returned.

Please print legibly. Please complete **all** areas below.

PERSONAL INFORMATION

Legal Name (Last, First, Middle Initial)		Email Address	
Address (Street, City, State, Zip Code)			
Home Phone		Cell Phone	
Position applying for:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time	If hired, when can you start work?
Hours Available to Work (mark all that apply) <input type="checkbox"/> Week Days <input type="checkbox"/> Weekends			
What is the maximum shift length you are willing to work on a regular basis? <input type="checkbox"/> 6 hours <input type="checkbox"/> 8 hours			
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you previously applied for a position with Heart of Ohio Antique Center? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when (month, year)?			
Are you related to anyone currently employed by Heart of Ohio Antique Center? <input type="checkbox"/> Yes <input type="checkbox"/> No List names(s) and relationship:			
How did you find out about this job opening? <input type="checkbox"/> Current Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Interstate/Rt 40 LED Board <input type="checkbox"/> Other			
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If employment is offered, you must show documents for verification that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>			

REFERENCES: List three persons who may be contacted as professional references. Do not list family members.

Name (first & last)	Telephone Number	Email Address

EDUCATION & SKILLS

Name of High School	High School Location (City, State)	High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Please list all post-high school education beginning with most recent.

Name & Location of School (city and state)	# of yrs. completed	Graduated	Degree/Diploma	Course of Study
		<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, approximate number of credit hours completed	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, approximate number of credit hours completed	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, approximate number of credit hours completed	

SKILLS/CERTIFICATIONS: List skills or certifications relevant to this job, including certifications, professional licenses, relevant training, and other relevant knowledge. **Please attach copies of relevant licenses and certifications.**

EMPLOYMENT HISTORY: List last three employers, starting with last one first)

DATE (Month/Year)	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From				
To				
From				
To				
From				
To				

An equal opportunity employer

Thank you for your interest in employment with Heart of Ohio Antique Center. All applicants will receive consideration for employment without regard to race, color, religion, national origin or ancestry, sexual orientation, gender, gender identity, age, disability, veteran status, marital status, military status or obligations, genetic information or any protected group status as defined by law.

ACKNOWLEDGEMENT

I certify that all statements in this application are true and complete. I understand that any false information or omissions in this application or its supporting documents, or in an interview, will be sufficient grounds for refusal to hire me or, if I am hired, immediate termination without notice. **I understand that completion of this application in no way constitutes an offer of employment.** I understand that this application form will be active for (6 months) from the date it is completed and submitted to the company for consideration. I realize that if I wish to be considered for employment with Heart of Ohio Antique Center after that time, I will be required to complete and submit a new application form.

I authorize Heart of Ohio Antique Center to obtain information about me from my previous employers and credit sources and to review my education, previous employment, driving records, criminal records, references, and other background data. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I also agree to voluntarily submit to a pre-employment drug screen. I acknowledge that Heart of Ohio Antique Center is an at-will employer and that, if hired, my employment is at-will, for no definite period and may, regardless of the date of payment of my wages and/or salary, be terminated at any time with or without prior notice, with or without cause.

Applicant's Printed Name: _____ Date: _____

Applicant's Signature: _____ *(to be signed day of interview)*

_____ **DO NOT WRITE BELOW THIS LINE** _____

INTERVIEWED BY: _____ DATE: _____

REMARKS:
