



OHIO TURNPIKE COMMISSION

682 PROSPECT STREET
BEREA, OH 44017
440-234-2081

A VITAL LINK IN THE NATION'S TRANSPORTATION SYSTEM

Name
(Last, First, MI) _____

Position
Applying
For: _____

HAVE YOU INCLUDED THE FOLLOWING?

Mandatory

- Responses to Personal, Position, Education and Summary of Qualifications sections
- Complete employment history
- List of business or professional references
- Availability – If other than a day shift position (e.g. Toll Collector)
- Signed and dated

Voluntary

- Cover letter
- Resume

OHIO TURNPIKE COMMISSION APPLICATION FOR EMPLOYMENT

DATE _____

PERSONAL

Name: Last/First/Middle	Do you have friends or relatives working for the Turnpike? Y N If yes, please specify:
Social Security Number _____-_____-_____ Home Phone Number _____-_____-_____	Have you ever been convicted of a felony or misdemeanor? Y N If yes, please specify:
Street Address	Do you have a valid Driver's License? Y N Do you have a valid Commercial Driver's License? Y N Class: A B State: Endorsements: _____ Number: _____
City	
State _____ Zip Code _____	

POSITION

Position for which I am applying:	Location Desired:
Date Available:	Salary Required:

EDUCATION

High School Graduate? Y N		
Name and Location of High School (city and state)		
Are you currently attending school? Y N		Where? _____ Year: _____
Circle last year completed: College: 1 2 3 4 5 6 7 8 Business or Trade: 1 2 3 4		
Name and Address of School	Dates Attended	Major Area(s) of Study/Degree Awarded
College/Trade School		
College/Trade School		
Other		
Special Skills (operation of heavy equipment, office equipment, etc.).		
Computer Skills (software including word processing, spreadsheet and database programs. Please indicate specific software names).		
Summary of Qualifications (In the area below, briefly describe the experience, education, training and/or other factors that qualify you for the position in which you are applying. Be sure to provide specific detail).		

EMPLOYMENT HISTORY

Please provide information on your former employers, beginning with the most recent.

Company Name	Telephone Number
Address (Street, City, State)	Dates of Employment From: / to /
Supervisor's Name	Salary/Rate of Pay
Your Job Title	Job Duties
Reason for Leaving	

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Address (Street, City, State)	Dates of Employment From: / to /
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REFERENCES

List three business or professional references.			
Name	Address	Telephone Number	Occupation
Name	Address	Telephone Number	Occupation
Name	Address	Telephone Number	Occupation

AVAILABILITY

Please mark your availability with an 'X' where appropriate.							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day Shift							
Afternoon Shift							
Evening Shift							

ADDITIONAL COMMENTS

<p>Please list any additional information, which you feel may be applicable when considering you for employment with the Ohio Turnpike Commission.</p>
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PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will automatically be disqualified from consideration.

I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at an employment decision. I also understand that a thorough background check may be conducted prior to employment, in addition to drug tests, pre-employment physicals and credit checks as applicable to the position for which I am applying. I authorize the Ohio Turnpike Commission and/or its authorized agents to contact any of my prior employers and/or listed references to obtain information and release any person or entity, which provides information in response to this authorization, from any and all liabilities, claims or lawsuits relating to any information provided by such source.

In consideration for employment with the Ohio Turnpike Commission, I agree to conform to all rules and regulations as set forth. I understand that this employment application is not a contract, expressed or implied. Furthermore, I understand that employment with the Ohio Turnpike Commission is "at will," which shall not be for any term or length of time. I understand that employment may be terminated at anytime by me or the Ohio Turnpike Commission with or without notice and with or without cause.

I agree that any claim or lawsuit relating to my service with the Ohio Turnpike Commission or any of its employees must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

This application will be considered active for six (6) months from the date filed. If you are hired, it becomes part of your official employment record.

By signing this application, I acknowledge that I have read and understand all provisions.

_____ Date

_____ Signature of Applicant

An Equal Opportunity Employer (M/F D/V)
We Value Workforce Diversity

Tips for Completing an Ohio Turnpike Employment Application

The employment application is the first step in the selection process and is used to obtain information about your qualifications and to compare you to other applicants. The Ohio Turnpike Commission receives hundreds of applications each year so it is very important that your application present the best “picture” of what you have to offer as a prospective employee. The following are some general guidelines for completing applications.

- ❑ When answering the question, “Position Applying For?” never leave it blank or use responses such as “Any” or “Open.” If the job is an advertised job, or if you are looking for a specific position, enter the job title. If you are interested in more than one job, you must fill out an application for each one.
- ❑ Be sure to follow directions. Accuracy to detail is a requirement of all positions at the Ohio Turnpike Commission.
- ❑ Complete ALL sections of the employment application. Do Not leave any section blank or write “See Attached Resume”. Applications are mandatory, résumés are optional but suggested.
- ❑ List as many of the duties for each job held and be truthful. Also, do not assume duties will be inferred by job title.
- ❑ Be sure to accurately complete the Employment History section – specifically, the employer’s name and a current and accurate telephone number for each employer.
- ❑ Write neatly and legibly. The visual impact of your employment application is important.
- ❑ Check your spelling. Proofread your application before turning it in.
- ❑ Be sure to list a daytime phone number where you can be reached in addition to your home phone number.
- ❑ In the Availability section, explain the days and hours you are available to work if not a standard day shift position.
- ❑ In the Summary of Qualifications section, explain why you are qualified to be considered for the position in which you are applying.
- ❑ Sign and date your application.
- ❑ Turn your application in by the posted deadline! Failure to meet the deadline will result in immediate disqualification of consideration.

Thank you and good luck!