



## OHIO TURNPIKE & INFRASTRUCTURE COMMISSION

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

**A VITAL LINK IN THE NATION'S TRANSPORTATION SYSTEM**

Name (Last, First, Middle): \_\_\_\_\_

Position Applied 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
- Signed and Dated
- Fair Credit Reporting Disclosure & Authorization Form

#### Voluntary

- Cover Letter
- Resume

**OHIO TURNPIKE & INFRASTRUCTURE 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 name and position: Have you ever been convicted of a felony or misdemeanor? Y/N If yes, please specify: Do you have a valid Driver's License? Y/N Do you have a valid Commercial Driver's License? Y/N Class: A B D State:      Endorsements: Driver's License Number:
Social Security Number      Home Phone Number _____ - _____ - _____      _____ - _____ - _____	
Street Address	
City	
State      Zip Code	

**POSITION**

Position Applied For:	Location Desired:
Date Available:	Salary Expected:

**EDUCATION & TRAINING**

Name of School and Location	Dates Attended	Date Graduated/Degree Attained
High School		
College/University		
Vocational/Technical College		
Graduate School		
Professional Licenses or Certificates		
License/Certificate _____ Licensing Board _____		
License/Certificate _____ Licensing Board _____		
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	

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
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Your Job Title	Job Duties
Reason for Leaving	

**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**

Please list any additional information, which you feel may be applicable when considering you for employment.

**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 & Infrastructure 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 & Infrastructure 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 & Infrastructure 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 & Infrastructure 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 & Infrastructure 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 & Infrastructure 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 & Infrastructure 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!