

**THE CITY OF NAPOLEON, OHIO  
SELECTION, HIRING, AND DOCUMENTATION MANUAL**

**FORM 1.06(A)  
VACANT POSITION BID FORM**

**The City of Napoleon, Ohio is an Equal Opportunity Employer**

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**Please Type or Print Responses to All of the  
Questions Contained on the Entire Bid Form**

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Position Sought \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Home Address \_\_\_\_\_ County \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Social Security No. \_\_\_\_\_

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Describe your current duties, responsibilities, equipment operated, promotions, etc., as they relate to the position for which you are applying. Do not assume the Employer knows your qualifications. Attach any additional information which identifies your knowledge, skills, and abilities.

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Why do you want to change positions?

Describe any past experience, training, education, skills, abilities, hobbies, volunteer work, etc., that relate to the position for which you are applying (attach additional sheets if necessary):

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date