WILLOUGHBY HILLS CIVIL SERVICE COMMISSION

JOB APPLICATION CHECKLIST

Property of Willoughby Hills Civil Service Commission: Subject to terms and conditions.

APPLICANT'S NAME: _____

Certifier's Name/Date (CHECKED OR INDICATE "N/A" FOR "NOT APPLICABLE):

_____ COMPLETION OF APPLICATION (CITY-WIDE)

_____ CERTIFICATIONS/LICENSURES ARE ATTACHED (WEBSITE VERIFICATION)

_____ ORIGINAL COPY VERIFICATION

_____ EDUCATIONAL VERIFICATION (APPLICABLE ONLY TO POINT OF EMPLOYMENT)

_____ EMPLOYMENT HISTORY VERIFICATION

_____ DRIVER'S LICENSE ATTACHED & VERIFIED

_____ DRIVER'S HISTORY RECORD VERIFICATION BY _____

_____ BCI CHECK BY OUTSIDE VENDOR (I.E. GUARINO & ASSOCIATES)

_____ TRUTH VERIFICATION TESTING BY WHPD*

_____ PERSONAL HISTORY QUESTIONNAIRE*

_____ REFERENCES CHECKED BY HUMAN RESOURCES OR WHPD (5 LISTED, MINIMUM OF THREE CHECKED)

_____ REVIEW OF APPLICANT'S PERSONAL INFORMATION (AS RELATED TO SOCIAL OR CRIMINAL BEHAVIOR)

_____ PSYCHOLOGICAL TEST, IF REQUIRED FOR POSITION*

_____ DRUG SCREENING PERFORMED

_____ RESULTS OBTAINED

_____ REQUIRED PHYSICAL EXAMINATION FOR APPROPRIATE PENSION SYSTEM*

_____ COPY OF U.S. MILITARY DISCHARGE OR COPY OF U.S. MILITARY I.D. CARD

_____ OTHER: _____

*only if necessary for position or job description

_____

_____ _____ APPROVED: YES _____ NO _____

INTERVIEWER DATE

_____ _____ APPROVED: YES _____ NO _____

INTERVIEWER DATE

_____ HEREBY CERTIFIES THAT THE CHECKLIST HAS BEEN REVIEWED FOR COMPLETENESS (INCLUDING THE NEXT PAGE OF COMMENTS) BY THIS MEMBER OF THE WILLOUGHBY HILLS CIVIL SERVICE COMMISSION.

THE NEXT PAGE IS PROVIDED FOR ANY ADDITIONAL STAFF COMMENTS.

ADDITIONAL STAFF COMMENTS:

(PLEASE SIGN AND DATE ALL ENTRIES)