City of Willoughby Hills

35405 Chardon Road
Willoughby Hills, Ohio 44094

APPLICATION FOR EMPLOYMENT

The City of Willoughby Hills considers applicants for all positions without regard to race, color, religion, creed, sex, gender, national origin, age, ancestry, disability and/or handicap, marital or veteran status, sexual orientation or any other legally-protected status.

Applicants may request any necessary accommodations to enable them to participate in the application process.

PLEASE PRINT OR TYPE

PERSONAL INFORMATION:

Today's Date: _____ Social Security Number: _____ - _____ - _____

Name: _____
Last First Middle

Current Address: _____
Number & Street or PO. Box City State Zip Code

Daytime Telephone Number: (____) _____ Evening Telephone Number: (____) _____

Are you 18 years or older? _____ Yes _____ No
There are age requirements for Police & Fire applicants.

Police & Fire Applicants Only:
Date of Birth: _____

Position Applying For: _____

Have you ever previously filed an employment application with the City? _____ Yes _____ No
If yes, provide date(s) and position(s) applied for: _____

Have you ever previously been employed by the City? _____ Yes _____ No
If yes, provide dates of employment and position(s) held: _____
_____

Do you have any relatives employed by the City? _____ Yes _____ No
If yes, list name(s), relationship(s) and position with the City: _____

Are you currently employed? _____ Yes _____ No

May we contact your current employer? _____ Yes _____ No

Do you have a valid state driver's license? _____ Yes _____ No
If yes, License Number: _____ State: _____

Do you have a valid Commercial Driver's License (CDL)? _____ Yes _____ No
If yes, License Number: _____ State of Issue: _____
Class: _____ Endorsements: _____

PERSONAL INFORMATION: (Cont'd).

List all states in which you have lived or resided for the last 10 years, including dates of residence:

States:	Dates of Residence:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic offense? (A conviction will not necessarily be a bar to employment. This information will be used only for job-related purposes to the extent permitted by law. *Be candid. Your response is subject to verification through a criminal history investigation.* Do not include convictions that have been legally expunged).

_____ Yes _____ No If yes, for each conviction list the specific title of the offense, the date of conviction, the jurisdiction and the disposition. If necessary, please attach an additional sheet.

1. _____
2. _____
3. _____

Are you lawfully entitled to work in the United States? _____ Yes _____ No
(The Immigration Reform and Control Act of 1986 requires that employers only hire individuals who are lawfully entitled to work in the United States by virtue of being a citizen or authorized alien.) Proof of citizenship or immigration status will be required upon employment.

WORK INFORMATION:

Position you are applying for: _____

Date you can start: _____

How did you learn about the position? (please check box below)

- ☐ Advertisement
- ☐ Friend
- ☐ Relative
- ☐ School
- ☐ Private Employment Agency
- ☐ Government Employment Agency
- ☐ Walk-In
- ☐ Employee. If so, please specify employee: _____
- ☐ Other, please specify: _____

Availability (check all that apply): ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary
If part time, specify days and hours: _____
If temporary, specify length of employment desired: _____

WORK INFORMATION: (Cont'd).

List any other specific days and times when you are unavailable: _____

_____

Are you willing to work overtime as necessary? _____ Yes _____ No
If no, please list specific days and times when you are unavailable: _____

_____

Can you travel, if required by the job? _____ Yes _____ No

Are you currently on lay-off status and subject to recall? _____ Yes _____ No

If yes, please explain: _____

Have you been provided an opportunity to review the job description for the position you are applying for? _____ Yes _____ No

If yes, can you perform the essential functions of the position for which you are applying, with or without reasonable accommodations? _____ Yes _____ No

If no, please explain: _____

_____

_____

EMPLOYMENT HISTORY:

Instructions: Beginning with your present or most recent employer, list all employers whom you have worked for during the past 10 years. Include any job related military service assignments, but do not include type of discharge. Please enter all information, even when submitting a resume.

1. Name and Address of Employer	Supervisor's Name and Title	Employment Dates	Pay History
_____	_____	_____ From: Mo./Yr.	$_____ per _____ Starting Rate
_____	_____	_____ From: Mo./Yr.	$_____ per _____ Final Rate
_____			

Telephone: (____) _____ Job Title: _____

Description of Job Duties: _____

_____

Reason for Leaving: _____

_____

May we contact for a reference? _____ Yes _____ No

2. Name and Address of Employer	Supervisor's Name and Title	Employment Dates	Pay History
_____	_____	_____ From: Mo./Yr.	$_____ per _____ Starting Rate
_____	_____	_____ To: Mo./Yr.	$_____ per _____ Final Rate
_____			

Telephone: (____) _____ Job Title: _____

Description of Job Duties: _____

_____

Reason for Leaving: _____

_____

May we contact for a reference? _____ Yes _____ No

3. Name and Address of Employer	Supervisor's Name and Title	Employment Dates	Pay History
_____	_____	_____ From: Mo./Yr.	$_____ per _____ Starting Rate
_____	_____	_____ To: Mo./Yr.	$_____ per _____ Final Rate
_____			

Telephone: (____) _____ Job Title: _____

Description of Job Duties: _____

_____

Reason for Leaving: _____

_____

May we contact for a reference? _____ Yes _____ No

4. Name and Address of Employer	Supervisor's Name and Title	Employment Dates	Pay History
_____	_____	_____ From: Mo./Yr.	$_____ per _____ Starting Rate
_____	_____	_____ To: Mo./Yr.	$_____ per _____ Final Rate
_____			

Telephone: (____) _____ Job Title: _____

Description of Job Duties: _____

_____

Reason for Leaving: _____

_____

May we contact for a reference? _____ Yes _____ No

5. Name and Address of Employer	Supervisor's Name and Title	Employment Dates	Pay History
_____	_____	_____ From: Mo./Yr.	$_____ per _____ Starting Rate
_____	_____	_____ To: Mo./Yr.	$_____ per _____ Final Rate
_____			

Telephone: (____) _____ Job Title: _____

Description of Job Duties: _____

_____

Reason for Leaving: _____

_____

May we contact for a reference? _____ Yes _____ No

EMPLOYMENT HISTORY: (Cont'd.)

Please answer the following questions for all current and past employers. Do not include information relating to military service.

Within the past 10 years:

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for poor job performance? _____ Yes _____ No If yes, please explain: _____

_____

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for theft or a related offense? _____ Yes _____ No If yes, please explain: _____

_____

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for fighting, assault or related behavior? _____ Yes _____ No If yes, please explain: _____

_____

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for insubordination? _____ Yes _____ No If yes, please explain: _____

_____

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for violating safety rules? _____ Yes _____ No If yes, please explain: _____

_____

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for absenteeism, tardiness, failure to notify your company of your absence or any other attendance related reason? _____ Yes _____ No If yes, please explain: _____

_____

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for being under the influence of alcohol or drugs, or for possession, sale, use or abuse of alcohol or drugs, or for violating your company's substance abuse policy? _____ Yes _____ No If yes, please explain: _____

_____

EDUCATION:

	Name of School and Location	No. of Years Attended	Did You Graduate?	Degree, Major/Minor or Course of Study
High School	_____	_____	Yes ____ No ____	_____
Undergraduate College/University	_____	_____	Yes ____ No ____	_____

Graduate College/University

_____ _____ Yes ____ No ____ _____

_____

Professional School

_____ _____ Yes ____ No ____ _____

_____

Trade/Business School

_____ _____ Yes ____ No ____ _____

_____

Correspondence School

_____ _____ Yes ____ No ____ _____

_____

Please list any scholastic honors, awards, subjects of special study, research, publications, and/or thesis:

_____

_____

ADDITIONAL SKILLS:

Do you have personal computer skills? _____ Yes _____ No

If yes, please describe the type of hardware and software that you are proficient in:

_____

_____

Indicate any foreign languages you can speak, read, and/or write:

	Fluent	Good	Fair
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

Please describe any specialized training, apprenticeships, and/or skills that you possess that you believe are relevant to the position you are applying for:

_____

_____

Do you have any other experiences, skills, or abilities that you feel specifically qualify you for work with the City?

_____

_____

CERTIFICATIONS OR LICENSES:

Please list any certifications or licenses that you possess, including the state(s) in which they are valid:

_____

_____

PROFESSIONAL ASSOCIATIONS:

Please list any professional, trade, business, or civic activities and offices held. You may exclude membership or activities which would reveal race, color, religion, creed, sex, gender, national origin, age, ancestry, disability and/or handicap, or any other legally protected status.

_____

_____

_____

MILITARY SERVICE RECORD:

Have you ever been in the U.S. Armed Forces or Reserves? _____ Yes _____ No
Are you presently in the Active Reserves? _____ Yes _____ No

If yes to one or both of the above questions, please complete the following?
Number of years of duty: _____ Rank at discharge: _____

Duties: _____

Training received that may be relevant to the position you are applying for: _____

_____

ADDITIONAL INFORMATION:

Please provide any additional information you feel may be helpful to the City in considering your application: _____

_____

REFERENCES:

Please provide three references (excluding relatives):

Name and Address	How they Know You
1. _____	_____
Telephone: ( ) _____	
2. _____	_____
Telephone: ( ) _____	
3. _____	_____
Telephone: ( ) _____	

APPLICANT'S PRE-EMPLOYMENT STATEMENT, AUTHORIZATION, AND RELEASE

Please read the following statements carefully and sign below.

In consideration of the acceptance of my application for employment by the City of Willoughby Hills (hereinafter referred to as, "City,") I understand, agree, and/or certifiy to the following:

1. I certify that all information I have provided on this application is true, accurate, and complete to the best of my knowledge and belief. I understand that falsification, misrepresentation or omission of any information on my application (including any supplemental questionnaire), resume, or any other materials, or during any interviews, will be justification for withdrawing any offer of employment or, if employed, termination from employment, regardless when the falsification, misrepresentation or omission is discovered by the City.

2. Any offer of employment I may receive from the City is contingent upon satisfactory results from the City's total pre-employment screening process. These results may include, but not be limited to, the following:

   a. Receipt by the City of references that it considers satisfactory;
   b. Satisfactory completion of a post-offer, pre-employment medical examination that is job related and consistent with business necessity;
   c. Passing a screening for alcohol and/or drugs;
   d. Satisfactory completion of any pre-employment psychological examination/screening that the City may require that is job related and consistent with business necessity;
   e. Satisfactory completion of any physical/mental skills testing or evaluation that the City may require that is job related and consistent with business necessity; and
   f. Satisfactory completion of criminal history and background investigations.

3. I authorize the City and its agents to conduct a criminal history investigation with any or all federal, state, and local jurisdictions. This investigation may seek information on any felony and misdemeanor convictions I may have and my driving record.

4. I understand and agree that applicants for positions in the Division of Police and Division of Fire, and at the City's discretion, applicants for any other position in the City, will be subject to a more extensive background investigation. This investigation may include, but not be limited to, information as to my moral character and habits, general reputation, personal characteristics, and mode of living. This investigation may be conducted by the City's Division of Police or other agents of the City and may include interviews with my friends, neighbors, and associates. I hereby release the City and its agents, including employees of the Division of Police, my friends, neighbors, and associates, and all other parties from any and all liability for damages arising from the conduct of this investigation, and the release of information as a result thereof.

5. I hereby grant the City and its agents permission to contact all of my present and former employers and those individuals I have provided as personal references (unless otherwise specified on this application). I authorize and request that such employers and references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment. Further, I authorize the City and its agents to obtain transcripts from all educational institutions I have attended. I also grant the City and its agents permission to conduct whatever investigation which may be needed to obtain of verify information

regarding statements contained in my application, resume, any other materials, or any interviews, or concerning my qualifications for employment. I hereby release the City and its agents, my present and former employers, my personal references, and all other parties from any and all liability for damages arising from furnishing the requested information.

6. This application is subject to the Civil Service Rules of the City, as applicable.

7. This application shall be maintained on file for a period of one year.

_____ _____

Applicant's Signature Date

Thank you for your interest in the City of Willoughby Hills

Do Not Write Below This Line

Interviewed By: _____ Date: _____

Position Interviewed For: _____

Remarks: _____

_____

_____

_____

_____

Hired: _____ Yes _____ No Reporting Date: _____

Position Title: _____

Reports To: _____

Position Grade: _____ Exempt/Non Exempt: _____

Salaried/Hourly: _____ Salary/Hourly Rate: _____