



**City of
Eastlake**

Employment Application

35150 Lake Shore Boulevard • Eastlake, Ohio 44095
(440) 951-1416 • Fax (440) 951-9361

Application Must Be Fully Completed
Please Print or Type

POSITION(S) APPLIED FOR: _____ DATE OF APPLICATION: _____
AS A CONDITION OF EMPLOYMENT, I UNDERSTAND THE COMPANY RESERVES THE PRIVILEGE TO THOROUGHLY INVESTIGATE AND VERIFY ALL INFORMATION CONTAINED IN THIS APPLICATION. APPLICATIONS MUST BE RENEWED EVERY 180 DAYS IN ORDER TO BE CONSIDERED FOR ANY POSITION. Federal and State law prohibit discrimination in employment because of race, color, religion, age, sex, handicap, disability or national origin.

PLEASE PRINT CLEARLY

PERSONAL _____ Date _____

Name _____ Social Security No. _____
Last First M.I.

Present Address _____
Street City
State Zip Phone

Are you 18 years of age? Yes No

If under 18, list date of birth: Month/Day/Year ____/____/____

Date available for work _____ Are you on a lay-off and subject to recall? Yes No

Type of employment desired: Full-Time Part-Time Temporary Seasonal Intern/Educational Co-Op

May we contact you at work? Yes No

If Yes, work number and best time to call: (____) _____ Time _____

EMPLOYMENT SKILLS Position Desired: _____ Experience: _____

Type of work preferred: 1. _____
2. _____

Do you know of any reason why you should not be able to perform the essential functions of the job you are seeking?

State any additional information you think would be of interest in considering your application _____

How did you learn of this opening? _____

Have you ever worked for us before? _____ If Yes, when? _____

Names of other employees working for the Company with whom you are acquainted? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? No Yes. If Yes, describe in full _____

*Do not include anything that happened before your 18th birthday or traffic violations of less than \$100. Conviction does not necessarily disqualify you from employment.

May we contact the employers and references listed? _____ if not, indicate below which one(s) you do not wish us to contact _____

EDUCATIONAL BACKGROUND

<u>Type of School</u>	<u>Name and Address</u>	<u>Years Attended</u>	<u>Date Graduated</u>	<u>Major Subject Studied</u>
Grammar or Grade				
High School				
College				
Business, Trade or Other				

PERSONAL REFERENCES
(Exclude Former Employers or Relatives)

<u>Name and Occupation</u>	<u>Address</u>	<u>Telephone Number</u>
1.		
2.		
3.		

PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY

Name _____ Relationship _____

Phone No. _____ Address _____

PRIOR WORK HISTORY (List in order, last, or present employer first)

<u>Dates</u>		<u>Name, Address and Phone No. of Employer</u>	<u>Position Held</u>	<u>Rate of Pay</u>		<u>Supervisor Name, Title</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>			<u>Start</u>	<u>Finish</u>		

Describe in detail the work you did. _____

<u>Dates</u>		<u>Name, Address and Phone No. of Employer</u>	<u>Position Held</u>	<u>Rate of Pay</u>		<u>Supervisor Name, Title</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>			<u>Start</u>	<u>Finish</u>		

Describe in detail the work you did. _____

<u>Dates</u>		<u>Name, Address and Phone No. of Employer</u>	<u>Position Held</u>	<u>Rate of Pay</u>		<u>Supervisor Name, Title</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>			<u>Start</u>	<u>Finish</u>		

Describe in detail the work you did. _____

Special Qualifications and Skills

- A. Driver's License Number: _____ Expiration Date: _____ State: _____
Type of License: Regular Commercial (C.D.L.)
- B. Approximate number of words per minute in: Typing _____ Shorthand _____
- C. List licenses, registrations or certifications which you possess. Also, list the State or other licensing authority which granted it.
- D. List any machines or equipment requiring special skill which you can use.
- E. Describe any computer experience you may have had.
- F. Give any other special qualifications not covered elsewhere in your application, such as:
(1) your publications; (2) your patents or inventions; (3) public speaking and public relations experience; (4) membership in professional, trade, civic, or scientific organizations; (5) honors and fellowships received.

My signature constitutes my certification that my responses are true and complete. Where an item is left blank, it is because there is no information within its scope. My signature further constitutes my authorization for the City of Eastlake to investigate the facts submitted; and for those with relevant information (including but not limited to, physicians, hospitals and my prior employers) to release such information to the City of Eastlake.

I understand and agree that any falsification or omission, either on this form or in my responses to questions asked during the interviewing or examination process, is grounds for immediate termination of employment, no matter when the falsification or omission is discovered.

I also understand that, if hired, my employment is to be "at will" and that either I, or my employer, may terminate my employment at any time, with or without cause, unless the "at will" arrangement is modified by a written agreement signed by both me and a duly authorized officer of the City of Eastlake.

Signature of Applicant

Date Signed

Received By

Date Received

CITY OF EASTLAKE
APPLICATION PROCESS

PLEASE RETAIN FOR FURTHER REFERENCE.

APPLICATION PROCESS:

1. To be considered an applicant for a position with the City of Eastlake, you must complete the employment application and submit all documents and materials required in any job announcement or job requested with the application. Incomplete job applications will not receive further consideration.
2. If letters of recommendation, transcripts or other supplemental materials are sent under separate cover, please include your full name on the documents and forward to the Finance Department – Attention: (position you are applying for).
3. When applying for different positions, applicants must submit an original application form and a separate set of documents for each position. Submitted materials become City property and will not be returned.
4. Applications are kept on an “Active” status for six months and on file for one year.

SELECTION PROCESS:

1. Many positions are a part of bargaining units and others (Police Officers and Fire Fighters) are filled through Civil Service tests and procedures. Contract language for many positions mandates we must first consider current members of these bargaining units for seniority, experience and best qualified. Bargaining unit positions are posted internally for five (5) working days.
2. Next consideration will be given to current employees who are filling temporary or part time positions. Experience and qualifications will be reviewed. This classification of an employee must complete a new application.
3. If there are no eligible applicants from these actions, notices of employment opportunities will be distributed through whatever means deemed necessary, including but not limited to, newspapers or journals for publication and notices to colleges, universities, minority organizations, agencies representing the physically challenged, etc.
4. After the necessary processes are complete, the Mayor will review the applications to determine which applicants possess the minimum qualifications. Meeting the minimum qualifications does not assure the candidate of an interview. Applicants selected for interview will be from those possessing at least the minimum qualifications and will be determined in conjunction with the supervisor of record.
5. Applicants selected for an interview will be notified by telephone.
6. The City of Eastlake reserves the right to contact an applicant’s references at any time after the application is received in our offices.
7. All final decisions will be made by Directors/Department Heads with concurrence by the Mayor.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER WHO VALUES DIVERSITY IN THE WORKPLACE.