



City of Eastlake
35150 Lake Shore Boulevard
Eastlake, Ohio 44095
Phone: (440) 951-2200

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

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

Are you at least 18 years of age? YES ☐ NO ☐

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Business, Trade,
or Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three personal or professional references (excluding former employers or relatives).

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Please list in order beginning with your most recent (or present) employer listed first.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Special Qualifications and Skills

Driver's License No.: _____ Expiration Date: _____ State: _____

Type of License: ☐ Regular ☐ Commercial (C.D.L.)

List licenses, registrations, or certifications which you possess. Also, please list the State or other licensing authority that granted it.

List any machines or equipment requiring special skills or training that you can use.

Describe any computer or programming experience you possess.

List any other special qualifications not covered elsewhere in your application, such as: (1) your publications; (2) public speaking and public relations experience; (3) membership in professional, trade, civic, or scientific organizations; or (4) honors and fellowships received.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand and agree that false or misleading information in my application or interview may result in my release, no matter when the false or misleading information is discovered. My signature authorizes the City of Eastlake to investigate the facts submitted and to contact references where permission has been provided. Applications must be renewed every 180 days to be considered for any position. Federal and State law prohibit discrimination in employment because of race, color, religion, age, sex, disability, genetic information, veteran status/military status, or national origin.

I also understand that, if hired, my employment is "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: _____ Date: _____

Received By: _____ Date: _____