The City of Wickliffe

28730 Ridge Road – Wickliffe, Ohio 44092

APPLICATION FOR EMPLOYMENT

The City of Wickliffe 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

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

Name: _____
Last First Middle

Current Address: _____
Number & Street City State Zip Code

Phone Number: _____

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

Police and Fire Applicants Only:
Date of Birth:_____

Position applying for: _____ Date you can start: _____

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? Yes ___ No ___ If yes, license number: _____ State: _____ Class: _____ Endorsements: _____

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

_____

_____

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.

How did you learn about the position?

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

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

Job title and description of duties: _____
Reason for leaving: _____

May we contact for a reference? Yes ___ No ___

2. Name and Address of Employer | **Supervisor's Name/Title** | **Employment Dates** | **Pay History**

_____ _____ _____ $_____ per _____
From: Mo./Yr. Starting rate

_____ _____ _____ $_____ per _____
To: Mo./Yr. Final rate

_____ Phone: _____

Job title and description of duties: _____

Reason for leaving: _____

May we contact for a reference? Yes ___ No ___

3. Name and Address of Employer | **Supervisor's Name/Title** | **Employment Dates** | **Pay History**

_____ _____ _____ $_____ per _____
From: Mo./Yr. Starting rate

_____ _____ _____ $_____ per _____
To: Mo./Yr. Final rate

_____ Phone: _____

Job title and description of duties: _____

Reason for leaving: _____

May we contact for a reference? Yes ___ No ___

4. Name and Address of Employer | **Supervisor's Name/Title** | **Employment Dates** | **Pay History**

_____ _____ _____ $_____ per _____
From: Mo./Yr. Starting rate

_____ _____ _____ $_____ per _____
To: Mo./Yr. Final rate

_____ Phone: _____

Job title and description of duties: _____

Reason for leaving: _____

May we contact for a reference? Yes ___ No ___

5. Name and Address of Employer | **Supervisor's Name/Title** | **Employment Dates** | **Pay History**

_____ _____ _____ $_____ per _____
From: Mo./Yr. Starting rate

_____ _____ _____ $_____ per _____
To: Mo./Yr. Final rate

_____ Phone: _____

Job title and description of duties: _____

Reason for leaving: _____

May we contact for a reference? Yes ___ No ___

Answer the following questions for all current and past employers within the past 10 years. Do not include information relating to military service.

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 or course of study
High School			
_____	_____	Yes _____	_____
_____		No _____	
Undergraduate College/University			
_____	_____	Yes _____	_____
_____		No _____	
Graduate College/University			
_____	_____	Yes _____	_____
_____		No _____	

Other schooling

_____ _____ Yes _____ _____

_____ No _____

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, describe the type of hardware and software in which you are proficient: _____

_____

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

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

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

List any certifications or licenses that you possess, including the states in which they are valid:

_____

_____

PROFESSIONAL ASSOCIATIONS

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 for which you are applying: _____

_____

ADDITIONAL INFORMATION

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

_____

REFERENCES (Do not include relatives.)

	Name and Address	How known
1.	_____	_____
	_____	
	_____	
	Phone: _____	
2.	_____	_____
	_____	
	_____	
	Phone: _____	
3.	_____	_____
	_____	
	_____	
	Phone: _____	

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

Read the following statements carefully, sign on the next page, and have notarized.

In consideration of the acceptance of my application for employment by the City of Wickliffe (hereinafter referred to as "City"), I understand, agree, and/or certify 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.

APPLICANT'S PRE-EMPLOYMENT STATEMENT, AUTHORIZATION, AND RELEASE (cont'd)

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

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

_____ _____
Applicant's signature Date

STATE OF OHIO)
) ss
COUNTY OF _____)

Before me, a Notary Public in and for said county and state, personally appeared the above-named _____, who acknowledged that he/she did sign the foregoing application and that the same is his/her free act and deed.

In testimony whereof, I have hereunto affixed my hand and official seal at _____, this _____ day of _____, 20 _____.

_____
Notary Public

My commission expires: _____

Thank you for your interest in the City of Wickliffe

Do not write below this line

_____

Interviewed by: _____ Date: _____
Position interviewed for: _____
Remarks: _____
_____
_____

Hired: Yes ____ No ____ Position: _____ Reporting date: _____
Reports to: _____
Position grade: _____
Exempt/non-exempt: _____
Salaried/hourly rate: _____