



# 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 \_\_\_\_\_

Phone number: \_\_\_\_\_ email address: \_\_\_\_\_

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?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Private Employment Agency
<input type="checkbox"/> Friend	<input type="checkbox"/> Government Employment Agency
<input type="checkbox"/> Relative	<input type="checkbox"/> Walk-In
<input type="checkbox"/> School	
<input type="checkbox"/> Employee. If so, please specify employee: _____	
<input type="checkbox"/> 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 _____
_____	_____	To: Mo./Yr. _____	Starting rate \$_____ per _____
_____	Phone: _____		Final rate \$_____ per _____

Job title and description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes \_\_\_ No \_\_\_

<b>2. Name and Address of Employer</b>	<b>Supervisor's Name/Title</b>	<b>Employment Dates</b>	<b>Pay History</b>
_____	_____	From: Mo./Yr.	\$ _____ per _____
_____	_____	To: Mo./Yr.	Starting rate \$ _____ per _____
_____	Phone: _____		Final rate

Job title and description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

<b>3. Name and Address of Employer</b>	<b>Supervisor's Name/Title</b>	<b>Employment Dates</b>	<b>Pay History</b>
_____	_____	From: Mo./Yr.	\$ _____ per _____
_____	_____	To: Mo./Yr.	Starting rate \$ _____ per _____
_____	Phone: _____		Final rate

Job title and description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

<b>4. Name and Address of Employer</b>	<b>Supervisor's Name/Title</b>	<b>Employment Dates</b>	<b>Pay History</b>
_____	_____	From: Mo./Yr.	\$ _____ per _____
_____	_____	To: Mo./Yr.	Starting rate \$ _____ per _____
_____	Phone: _____		Final rate

Job title and description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

<b>5. Name and Address of Employer</b>	<b>Supervisor's Name/Title</b>	<b>Employment Dates</b>	<b>Pay History</b>
_____	_____	From: Mo./Yr.	\$ _____ per _____
_____	_____	To: Mo./Yr.	Starting rate \$ _____ per _____
_____	Phone: _____		Final rate

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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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

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

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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## EDUCATION

Name of school and location	No. of years attended	Did you graduate?	Degree or course of study
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High School

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes \_\_\_\_\_

\_\_\_\_\_

No \_\_\_\_\_

Undergraduate College/University

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\_\_\_\_\_

Yes \_\_\_\_\_

\_\_\_\_\_

No \_\_\_\_\_

Graduate College/University

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\_\_\_\_\_

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: \_\_\_\_\_

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**REFERENCES** (Do not include relatives.)

## Name and Address

1. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

## How known

\_\_\_\_\_

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 or 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 )  
COUNTY OF \_\_\_\_\_ )  
 ) SS

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:

Salaries/hourly rates: \_\_\_\_\_