

Employment Application

An Equal Opportunity Employer

Position(s) Applying For: _____ Date of Application: _____

Full Time Part Time

Date Available to Start: _____

Application will stay on file one year from date of receipt

I. Personal Information

Name: _____
Last
First
M.I.

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone: _____ Email Address: _____

Please answer all of the questions listed below:

- Are you legally eligible to be employed in the United States? Yes No
- Are you at least 18 years of age or older?
(If no, you may be required to provide authorization to work.) Yes No
- Can you perform the essential functions of the job with or without reasonable accommodation? Yes No
- Have you filed an application with the City of Beachwood before?
If yes, give date: _____ Position applied for: _____ Yes No
- Have you ever been employed by the City of Beachwood?
If yes, give dates and department: _____ Yes No
- Are any of your relatives or members of your household currently employed by or elected/
appointed officials of the City of Beachwood?
If yes, give name, department and relationship: _____ Yes No
- Have you ever been employed by a state, county, or municipal service of Ohio? Yes No
- Do we have permission to contact your current employer? Yes No
- Have you ever been discharged or suspended by an employer or resigned in lieu of dismissal? Yes No

II. Employment History

Beginning with your most recent employment, list the previous jobs which you have held, including a brief description of the job duties performed.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Dates of Employment: _____ to _____

Starting/Ending Salary: _____ Reason for Leaving: _____

Name & Title of Supervisor: _____

May we contact? Yes No If no, please explain: _____

Summarize Responsibilities/Duties: _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Dates of Employment: _____ to _____

Starting/Ending Salary: _____ Reason for Leaving: _____

Name & Title of Supervisor: _____

May we contact? Yes No If no, please explain: _____

Summarize Responsibilities/Duties: _____

II. Employment History (Continued)

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Dates of Employment: _____ to _____

Starting/Ending Salary: _____ Reason for Leaving: _____

Name & Title of Supervisor: _____

May we contact? Yes No If no, please explain: _____

Summarize Responsibilities/Duties: _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Dates of Employment: _____ to _____

Starting/Ending Salary: _____ Reason for Leaving: _____

Name & Title of Supervisor: _____

May we contact? Yes No If no, please explain: _____

Summarize Responsibilities/Duties: _____

III. Education

Type	School Name & Address	Years Completed	Graduated	Degree/Major
High School/GED				
College				
Post Graduate				
Business/Trade or Other				

Please describe any distinctive courses, seminars and/or training that you have completed that would enable you to perform the position for which you are applying:

IV. References

Please list three persons, who are not related to you by blood or marriage, who have knowledge of your character, experience, and/or ability. Persons familiar with your present or past job performance are strongly preferred.

Full Name	Address	Occupation	Phone No.

Acknowledgments and Disclaimers

I understand that the City of Beachwood, hereinafter referred to as “the City,” is a Drug Free Workplace and employment with the City is contingent on passing a pre-employment drug test and background screening.

I understand that if this application leads to an offer, I am subject to any post-accident, random, reasonable suspicion, return-to-duty, or follow up testing.

I understand that a positive test for illegal drugs, alcohol or controlled substance based on the testing, or other violations of the City’s policy will disqualify me from being placed on the payroll of the City and/or termination of employment.

Signature

Date

My signature certifies that all information within this application is true and complete and I understand that any falsification of material facts will result in forfeiting any of my rights to consideration for employment with the City of Beachwood. I authorize the investigation of all statements contained herein and all information and pertinent information concerning previous employment, unless otherwise indicated, releasing all parties from all liability for any damage which may result. I understand 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, or my authorized representative, and by a duly authorized officer of the City of Beachwood. In the event of employment, I also understand and agree to abide by all City of Beachwood ordinances, rules and regulations.

Signature

Date

FOR OFFICE USE ONLY

Name: _____

Position: _____ **Full-Time** **Part-Time**

Start Date: _____

Compensation: _____/hour _____/year

Probationary Period: **1 Year** **Other** _____

Prior Service Credit: **Yes – Number of Years** _____ **No**

Longevity Eligibility: **Yes – Number of Years** _____ **No**

Sick Leave Transferred: **Yes – Amount of Hours** _____ **No**

Vacation Effective: _____ Weeks on _____

Personal Leave Effective: **Immediately** **90 Days** **Other** _____

Recommended by: _____ **Date:** _____
Department Director

Authorized by: _____ **Date:** _____
Mayor

Comments:

FOR HR/FINANCE USE ONLY

File No. _____

Completed by: _____ **Reviewed by:** _____

Equal Employment Self-Identification Form

Required Information

Name: _____ Date of Application: _____

Position(s) for which you are applying:

Voluntary Information

The City of Beachwood is a local government entity and in order to comply with the regulations for equal employment opportunity and affirmative action (EEO/AA), we must track our applicants by sex and race/ethnicity along with the position(s) for which they applied. This information is kept separate from your application.

Submission of the below information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. Responses will remain confidential within the Human Resources Department and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes. When reported, data will not identify any specific individuals. If you elect not to self-identify your race/ethnicity at this time, the federal government requires the employer to determine this information by visual survey and/or other available information.

Sex: Male Female I do not wish to answer

Race/Ethnic Identification (check one):

Definitions of race/ethnicity are on the back side of this page (as defined by the EEOC).

Are you Hispanic or Latino? Yes No

If you answered "Yes" you have completed this form. If you answered "No" please select a race/ethnicity from the options below:

- | | |
|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Two or More Races |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> I do not wish to answer |
| <input type="checkbox"/> Asian | |

Definitions of Race/Ethnic Categories

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.