

Application for Employment



City of Fairlawn
 3487 S. Smith Road
 Fairlawn, Ohio 44333
 330-668-9500

(PLEASE PRINT)

Last Name		First Name		Middle Initial	
Address				Apt. #	
E-mail Address			Telephone Number		
Position Applying For:			Date	SSN (Last 4 digits)	

Have you ever applied for a job with the City before? YES NO
 If yes, specify _____

Have you ever been employed with the City before? YES NO
 If yes, specify _____

Do any of your relatives work for the City? YES NO
 If yes, specify _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment) YES NO

Are you available to work : Full-Time (please indicate: 1st 2nd 3rd)
 Part-Time (please indicate: Mornings Afternoons Evenings)
 Seasonal (please indicate dates: available (___/___/___ - ___/___/___))

Do you have a valid driver's license? YES NO
 If yes, either include a copy (voluntary) or list license # _____ issue date _____ State _____

Can you show proof of insurance on your automobile? YES NO
 If yes, please include a copy.

MILITARY

Have you ever served in the armed forces of the United States? YES NO

From ___/___/___ To ___/___/___ Branch _____

Please submit a copy of your DD-214 form with this application.

EMPLOYMENT

Are you currently on "lay-off" status and subject to recall? YES NO

Have you ever worked or attended school under any other name? YES NO

If yes, please explain

Have you ever been terminated from a position or disciplined at work? YES NO

If yes, give details

Are you capable of performing with or without a reasonable accommodation, the essential functions of the job or occupation for which you have applied?

_____ YES _____ NO

EMPLOYMENT EXPERIENCE

Start with your current or most recent job. (If you need additional space, please continue on separate paper.)

1. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number			
Job Title	Current/Final Salary		
Reason for Leaving			
2. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number			
Job Title	Current/Final Salary		
Reason for Leaving			
3. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number			
Job Title	Current/Final Salary		
Reason for Leaving			
4. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number			
Job Title	Current/Final Salary		
Reason for Leaving			

BUSINESS REFERENCES (SUPERVISORS AND CO-WORKERS)

1) Name	Telephone Number	E-mail Address
Address		
2) Name	Telephone Number	E-mail Address
Address		
3) Name	Telephone Number	E-mail Address
Address		

EDUCATION

High School	Address	
Course of Study	No. of Years Completed	
Diploma/Degree		
Undergraduate College	Address	
Course of Study	No. of Years Completed	
Diploma/Degree		
Graduate/Professional	Address	
Course of Study	No. of Years Completed	
Diploma/Degree		
Other Specify	Address	
Course of Study	No. of Years Completed	
Diploma/Degree		

OTHER QUALIFICATIONS

List any special certifications, such as LEADS, OPOTA, EMT, Firefighter, CDL, ASE, etc. Summarize special job related skills and qualifications acquired from employment or other experience. Please submit a copy of all current job related certifications with this application.

PRIOR RESIDENCE INFORMATION (PAST 7 YEARS)

1. (Street, City, State)	
Date Resided	Zip
2. (Street, City, State)	
Date Resided	Zip
3. (Street, City, State)	
Date Resided	Zip
4. (Street, City, State)	
Date Resided	Zip
5. (Street, City, State)	
Date Resided	Zip

APPLICANT'S STATEMENT

STATE OF OHIO)
)
COUNTY OF SUMMIT)

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application of employment as may be necessary in arriving at an employment decision. I understand that this application for employment shall be considered active for a period of time not to exceed 365 days and that at the expiration of that time period, I must reapply.

I understand that if any information given by me in the application and/or interview(s) is false or misleading. I will be disqualified from being considered for employment with the City of Fairlawn, or if I have been hired, that I will be subject to dismissal regardless of whether I have completed the probationary period, regardless of the passage of time after my hiring, and notwithstanding the receipt of any interim satisfactory performance.

Signature of Applicant

Date

Sworn to before me and subscribed in my presence by the above named applicant this

_____ day of _____, 20_____.

Notary Public