



# City of Brecksville

## Application for Employment

Position: \_\_\_\_\_

Do you wish to work:    Full-time       Part-time       Temporary/seasonal

Date Available: \_\_\_\_\_

### General Information

**Name:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last 4 Digits of SSN# \_\_\_\_\_

**Present Residence:**

No. & Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Are you a U.S. Citizen?**  
 Yes     No

Are you legally authorized to work in the United States?  
 Yes     No

If you are under 18 years of age, can you provide proof of your eligibility to work?    Yes     No

I have received a copy of the job description and believe I am able to carry out all necessary job assignments/functions and perform them in a safe manner.    Yes     No

**Name and contact information of persons to be notified in case of an accident or emergency:**

Name & Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

No. & Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Do you have a valid drivers' license?**    Yes     No

Drivers' license number \_\_\_\_\_ State issuing board \_\_\_\_\_ Date issued \_\_\_\_\_ Expiration date \_\_\_\_\_

Commercial Drivers' license number \_\_\_\_\_ State issuing board \_\_\_\_\_ Date issued \_\_\_\_\_ Expiration date \_\_\_\_\_

<b>Education Information</b>				
	Name & Address	Years Attended	Subjects Studied	Did You Graduate?
Elementary School				<input type="checkbox"/> Yes <input type="checkbox"/> No
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trades/Business/Correspondence				<input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe any distinctive course, seminars and/or training that you have completed that would enable you to perform the position for which you are applying				
Please list academic honors extracurricular activities, offices held...etc. in high school or college				

<b>Employment History</b> (begin with the most recent)				
Employer Name & Address	Position	Start/End Dates	Salary	Reason for Leaving
		From		
		To		
		From		
		To		
		From		
		To		
		From		
		To		

<b>Professional References</b> Please list three references who are not relatives	
Full Name	Phone
Address	Occupation
Full Name	Phone
Address	Occupation
Full Name	Phone
Address	Occupation

**Certification**

I certify that the information provided on both sides of the application is accurate and is made in good faith. I agree and understand that any misstatement of facts contained in this application may disqualify me for any employment or result in my removal from employment with the City of Brecksville. I further understand that if I am extended a conditional offer of employment, I may be required to submit to a complete physical examination, including but not limited to blood and/or urine tests, drug testing and background check and that my employment is conditioned upon the results. I authorize the City of Brecksville through its employees, contractors and agents to verify any information concerning my previous employment, education, criminal or driving history with the appropriate individuals, companies, institutions, or agencies and I authorize them to release such information as the City requires, including my prior disciplinary employment records, without any obligation to give me written notice of such disclosure. I hereby release the City of Brecksville and its employees, contractors, and agents and any disclosing personnel or legal entity from any liability whatsoever as a result of such inquiries and disclosure. Convictions of felonies or certain misdemeanors may result in potential disqualification.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Equal Opportunity Employer**

As an Equal Opportunity Employer, the City of Brecksville does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information.