

APPLICATION FOR EMPLOYMENT

CITY OF TALLMADGE
46 NORTH AVENUE | TALLMADGE, OH 44278
PHONE: 330-633-5011 | FAX: 330-630-4920
CIVILSERVICE@TALLMADGE-OHIO.ORG | WWW.TALLMADGE-OHIO.ORG

Thank you for your interest in applying for a job with the City of Tallmadge. Because of our commitment to serving our citizens, we are only interested in hiring the best. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both the City and our employees. Please answer the following questions honestly, completely and thoughtfully.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, national origin, ancestry, citizenship, religion, sex, pregnancy, age, disability, genetic information, military or veteran status, sexual orientation, gender identity, gender expression or any other characteristic protected by applicable law.

Date of Application _____

PERSONAL INFORMATION

Name: _____
Last Name First Name Middle Initial

Address: _____
Street

City State Zip Code

Phone: _____ Email: _____

If you are under 18 years of age, do you have a work permit? Yes No

If you have ever worked under another name, please identify: _____

YOUR JOB INTERESTS

Position Desired: _____ Date you can start work: _____

What starting salary or wage do you expect: \$ _____/hr \$ _____/wk \$ _____/month

Are you available for full-time work? Yes No Are you available for part-time work: Yes No

Are you willing to work any shift: Yes No

Are there any days of the week when you would not be available to work? Please specify: _____

How did you learn of this job opening? _____

Have you ever worked for the City before? Yes No

When? _____ Who was your supervisor? _____

Why did you leave? _____

Do you know anyone who works here? Yes No Who? _____

YOUR EDUCATION AND TRAINING

Name/Location of School	No. of Years Completed	Degree Awarded	Course of Study	Honors/Awards
High School				
College or University				
Business, trade or technical school				
Other				

What extracurricular activities did you participate in, or special skills did you acquire, at the above-referenced school(s) that might be helpful for the job for which you are applying? _____

YOUR WORK EXPERIENCE

Beginning with your present or more recent employer, describe your employment experiences below:

Are you presently employed? Yes No

Are you on layoff and subject to recall? Yes No If yes, to where? _____

1. **Present or Last Employer:** _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Final Position: _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "No," please explain: _____

May we contact your present employer at this time? Yes No

If "No," please explain: _____

2. **Next Previous Employer:** _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Final Position: _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "No," please explain: _____

3. **Next Previous Employer:** _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Final Position: _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____

Description of Your Work and Responsibilities: _____

4. **Next Previous Employer:** _____

Address: _____ Phone: _____

5. **Next Previous Employer:** _____

Address: _____ Phone: _____

PERSONAL INFORMATION

Do you have, or have you applied for, the legal right to remain permanently and work in the United States?

Yes No

Have you ever been discharged or asked to resign by an employer? Yes No If yes, please explain: _____

Please complete this section only if the job for which you are applying might require you to drive City vehicles.

Do you have a valid driver's license? Yes No

License number and state: _____

Have you had any accidents in the last five years? Yes No If yes, please give details: _____

Has your driver's license ever been suspended, revoked, denied or cancelled? Yes No If yes, please explain: _____

YOUR MILITARY EXPERIENCE

Have you ever been in the United States Armed Services?

Yes No What branch? _____

Are you eligible for veteran's preference? Yes No If yes, attach a copy of your DD214 or submit a copy to the Civil Service Commission prior to taking the Civil Service examination.

Describe any skills you acquired in the Service which would be useful to the job for which you are applying: _____

YOUR REFERENCES

List the names of any professional or personal character references who have known you for the last three years and from whom you can obtain letters of recommendation. Please do not list relatives:

1. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

2. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

3. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY

By signing below, I certify that I have read, understand and agree to each of the following statements:

All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information that, if known to the City of Tallmadge, would affect my application unfavorably.

If I am hired by the City of Tallmadge, and if the City of Tallmadge discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job.

This employment application will be considered only if it is submitted in response to a current job opening. If I want to be considered for a future job opening with the City of Tallmadge, I must fill out another application in response to that opening.

If offered a position, I agree to submit to post-offer pre-employment testing for drugs or alcohol prior to beginning work with the City of Tallmadge, and understand that a positive test will form the basis for rescission of any job offer. I understand that if I am employed by the City of Tallmadge I may be required, when job related and consistent with the City's business needs, to undergo a medical examination or testing for alcohol. I further understand that I may be required to submit to a test for the use of illegal drugs at any time.

In consideration of my employment with the City of Tallmadge, I agree to abide by all the City's rules and regulations.

I understand that nothing in this employment application creates a contract of employment between me and the City of Tallmadge. If I am hired by the City of Tallmadge, my employment and compensation are "at will," – which means that my employment can be terminated, either by the City of Tallmadge or me, with or without cause, and with or without notice – unless and until I become subject to the terms of an applicable collective bargaining agreement and/or the City enters into an employment contract with me that alters my at-will status. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, which is not an at-will agreement. Only an appointing authority of the City of Tallmadge has the authority to enter into an employment agreement with me for any specified period of time.

I agree to release to the City of Tallmadge or its designated agents all medical information, including but not limited to files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extent such information is job-related and consistent with the City's business needs. I acknowledge that this is a general release and that if hired, it remains in effect for the duration of my employment.

In the event of my personal indebtedness to the City of Tallmadge, I authorize the City to withhold from my wages, including any last paycheck, such amounts as permitted by law to satisfy my obligation to the City.

READ CAREFULLY BEFORE SIGNING:

I understand and agree that any causes of action or claims that I may have or bring against the City of Tallmadge, or that the City may have or bring against me, shall be commenced within the applicable statute of limitations period, within six (6) months of my knowledge of such claim or cause of action, or within six (6) months after my separation from employment, whichever is earlier.

I give the City of Tallmadge my permission to conduct any investigation regarding the information contained in my employment application, which the City thinks is necessary to determine my qualifications for assuming a job with the City of Tallmadge. I give the City of Tallmadge my permission to contact any former employer, school, college or university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to the City of Tallmadge whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability that might result from furnishing any information about me that is lawfully sought, provided, and/or obtained in connection with my application for employment or employment with the City.

Date

Signature