



CITY OF BEDFORD HEIGHTS EMPLOYMENT APPLICATION (Adults 18 & older)
 5661 Perkins Road, Bedford Heights, Ohio 44146 * 440-786-3200 * www.bedfordheights.gov

MAYOR PHILLIP STEVENS

**Pre-Employment Questionnaire
 An Equal Opportunity Employer**

PERSONAL INFORMATION

Name (Last, First):		Social Security No. (required ONLY upon being hired):		
Current Address:	Apt. #	City:	State:	Zip:
Email Address:		Home Phone:	Cell Phone:	
Are you under the age of 21? <input type="checkbox"/> Yes <input type="checkbox"/> No	If under 21, what is your age?	Do you hold a <u>Valid</u> Ohio Driver's License? If yes, list _____ <input type="checkbox"/> Yes <input type="checkbox"/> No		

DESIRED EMPLOYMENT

Desired Position:	Date you can start:	Salary desired:
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are employed may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever applied with the city before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department?	Date of application:
Have you ever worked for the city before? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Seasonal	Department?	Date of application:
Reason for leaving:		
Name of last supervisor you worked for at this city:		
How did you find out about us? <input type="checkbox"/> City Newsletter <input type="checkbox"/> Newspaper Advertising (<i>which one</i>) _____ <input type="checkbox"/> Friend _____ <input type="checkbox"/> City Website/Facebook <input type="checkbox"/> College Placement Service <input type="checkbox"/> Walk in/Bulletin Board <input type="checkbox"/> Other I Desire work that is: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer		

EDUCATION

School Level	Name and Location of School	Years Attended	Graduation Date	Subjects Studied
High School				
College				
Trade, Business or Online Course/Classes				
Other Education				

FORMER EMPLOYERS

LIST BELOW THE LAST FOUR EMPLOYERS, BEGINNING WITH THE MOST RECENT ONE FIRST

Name of present or last employer:

Address:		City:	State:	Zip:
Starting Date:	Leaving Date:	Job Title:		
Weekly Starting Salary:	Weekly Final Salary:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Supervisor:		Title:	Phone:	
Description of work:				
Reason for leaving:				

Name of present or last employer:

Address:		City:	State:	Zip:
Starting Date:	Leaving Date:	Job Title:		
Weekly Starting Salary:	Weekly Final Salary:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Supervisor:		Title:	Phone:	
Description of work:				
Reason for leaving:				

Name of present or last employer:

Address:		City:	State:	Zip:
Starting Date:	Leaving Date:	Job Title:		
Weekly Starting Salary:	Weekly Final Salary:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Supervisor:		Title:	Phone:	
Description of work:				
Reason for leaving:				

Name of present or last employer:

Address:		City:	State:	Zip:
Starting Date:	Leaving Date:	Job Title:		
Weekly Starting Salary:	Weekly Final Salary:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Supervisor:		Title:	Phone:	
Description of work:				
Reason for leaving:				

REFERENCES

BELOW, GIVE THE NAMES OF FOUR PEOPLE YOU ARE NOT RELATED TO, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

Name	Address / City	Phone Number	Years Acquainted	Type of Reference (social or co-worker)
1				
2				
3				
4				

PERSONAL HIGHLIGHTS

PLEASE NOTE ANY SPECIAL AWARDS, HONORS, ETC. YOU WANT US TO KNOW ABOUT:

SERVICE RECORD

BRANCH OF SERVICE	DISCHARGE DATE	RANK AT DISCHARGE

TELL US ABOUT YOURSELF

What are your strengths?	
Why did you decide to apply for employment with Bedford Heights?	
What was your most satisfying job experience?	
Why should we hire you?	

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE CITY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE CITY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY THE MAYOR."

SIGNATURE

DATE

STATE OF OHIO
CUYAHOGA COUNTY, SS:

Sworn to and subscribed in my presence this _____ day of _____

Signature of Notary Public

**DO NOT WRITE ON THIS PAGE
FOR INTERVIEWER'S USE ONLY**

INTERVIEWED BY:	DATE:
COMMENTS:	
NEED MODIFICATION <input type="checkbox"/> Yes (<i>Specify</i>) <input type="checkbox"/> No <input type="checkbox"/> Driver's License/Photo I.D. checked	

INTERVIEWED BY:	DATE:
COMMENTS:	
NEED MODIFICATION <input type="checkbox"/> Yes (<i>Specify</i>) <input type="checkbox"/> No <input type="checkbox"/> Driver's License/Photo I.D. checked	

BACKGROUND CHECK – POLICE DEPARTMENT	
REPORTED BY:	DATE:
WEBCHECK: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> RECOMMENDED FOR HIRE <input type="checkbox"/> NOT RECOMMENDED FOR HIRE	
CHECKED FOR VALID DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No	ANY ISSUES OF NOTE?
POLOGRAH: <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> PASSED ON _____ <input type="checkbox"/> DID NOT PASS	
SIGNIFICANT CONCERNS:	

HIRE DATE:	POSITION HIRED FOR:
SALARY:	DATE REPORTING FOR WORK:
APPROVED #1	MAYOR: _____ DATE:
APPROVED #2	DEPARTMENT HEAD: _____ DATE:
APPROVED #3	FINANCE DEPARTMENT: _____ DATE:

Employment Applications upon hiring are kept in personnel files in the payroll office. All other employment applications are retained for a period of 12 months from the date of submission.