



# Employment Application

**Application Must Be Fully Completed**  
**Please Print or Type**

## City of Mentor

An Equal Opportunity Employer  
8500 Civic Center Blvd.  
Mentor, OH 44060  
(440) 974-5795  
[www.cityofmentor.com](http://www.cityofmentor.com)

### POSITION APPLIED FOR:

DATE OF APPLICATION:

Name: Last First M.I.

Address: Street City State Zip Code

Telephone Number: ( ) Area Code E-Mail address:

If necessary, best time to call you at home is:

Date available for work: Are you on a lay-off and subject to recall? YES  NO

Type of employment desired: Full-time  Part-time  Temporary  Seasonal  Intern/Educational Co-Op

May we contact you at work? YES  NO

If Yes, work number and best time to call: ( ) Area Code Time:

Are you over age 18? YES  NO

If you are under 18, can you furnish a work permit? YES  NO

Have you filed an application here before? YES  NO

If Yes, give date: Position applied for:

Have you ever been employed by the City of Mentor? YES  NO

If Yes, give department and dates: From: To:

Do you have any relatives now employed by the City of Mentor? YES  NO

If Yes, give name, department and relationship:

Are you legally eligible for employment in this country? YES  NO   
(Proof of U.S. citizenship or immigration status will be required upon employment)

If required, will you undergo a pre-employment physical with drug test? YES  NO

Are you willing to accept a "non-smoking" regulation in the workplace? YES  NO

Have you ever been discharged or forced to resign from a position due to unsatisfactory conduct or performance? YES  NO

**Please provide details on page 2.**

Have you ever been convicted of a misdemeanor/felony outside of traffic violations? YES  NO

**Please provide details on page 2.**

**Do not include anything that happened before your 18th birthday.**  
**Conviction does not necessarily disqualify you from employment.**

# Educational Background

HIGHEST SCHOOL YEAR COMPLETED:

Elementary

High

College/University

Graduate/Professional

| School Name & Address    |  | Diploma/<br>Degree  | Course | GPA/<br>Rank |
|--------------------------|--|---|--------|--------------|
| High or<br>Trade School  |  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |        |              |
| Business or<br>Technical |  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |        |              |
| College or<br>University |  | Degree:   | Major: |              |
| Graduate<br>School/Other |  | Degree:   | Major: |              |

If you did not receive a diploma from a high school, did you receive a high school equivalency diploma (GED)? Yes  No

Number:  
Granting Agency:

## References

List three persons, other than supervisors listed on Page Three, who are not related to you by blood or marriage, whom we are free to contact and who have knowledge of your character, experience, or ability. Persons familiar with your present or past job performance are strongly preferred.

| Full Name | Complete Business or Home Address | Occupation | Phone No. |
|-----------|-----------------------------------|------------|-----------|
|           |                                   |            |           |
|           |                                   |            |           |
|           |                                   |            |           |

This space may be used to explain your answers to any items on this application. Additional sheets may be used if necessary.

# Employment History

In the space provided below, give a complete record of employment for not less than the past 10 years, **beginning with your present or most recent employment and working back**. Account for all periods, including self-employment, unemployment, and service with the U.S. Armed Forces. Use additional sheets if necessary.

|                                |                  |   |   |
|--------------------------------|------------------|---|---|
| Employer                       | Telephone<br>( ) | Dates Employed  | Summarize the nature of the work performed and job responsibilities |
| Address                        |                  |   |   |
| Job Title(s)                   |                  |   |   |
| Immediate Supervisor and Title |                  | Salary<br>\$ Per  |   |
| Reason for leaving             |                  | May we contact for reference?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |   |
| Employer                       | Telephone<br>( ) | Dates Employed  | Summarize the nature of the work performed and job responsibilities |
| Address                        |                  |   |   |
| Job Title(s)                   |                  |   |   |
| Immediate Supervisor and Title |                  | Salary<br>\$ Per  |   |
| Reason for leaving             |                  | May we contact for reference?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |   |
| Employer                       | Telephone<br>( ) | Dates Employed  | Summarize the nature of the work performed and job responsibilities |
| Address                        |                  |   |   |
| Job Title(s)                   |                  |   |   |
| Immediate Supervisor and Title |                  | Salary<br>\$ Per  |   |
| Reason for leaving             |                  | May we contact for reference?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |   |
| Employer                       | Telephone<br>( ) | Dates Employed  | Summarize the nature of the work performed and job responsibilities |
| Address                        |                  |   |   |
| Job Title(s)                   |                  |   |   |
| Immediate Supervisor and Title |                  | Salary<br>\$ Per  |   |
| Reason for leaving             |                  | May we contact for reference?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |   |
| Employer                       | Telephone<br>( ) | Dates Employed  | Summarize the nature of the work performed and job responsibilities |
| Address                        |                  |   |   |
| Job Title(s)                   |                  |   |   |
| Immediate Supervisor and Title |                  | Salary<br>\$ Per  |   |
| Reason for leaving             |                  | May we contact for reference?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |   |

## Special Qualifications and Skills

---

- A. Do you have a valid driver's license:  Yes  No Expiration Date: \_\_\_\_\_ State: \_\_\_\_\_  
Type of License: Regular  Commercial (CDL)
- B. Approximate number of words per minute in: \_\_\_\_\_ Typing
- C. List licenses, registrations, or certifications which you possess. Also, list the State or other licensing authority which granted it.
- D. List any special machines or equipment which you are skilled in operating.
- E. Describe any computer experience you may have had.
- F. Give any other special qualifications not covered elsewhere in your application, such as:  
(1) your publications; (2) your patents or inventions; (3) public speaking and public relations experience; (4) membership in professional, trade, civic, or scientific organizations; (5) honors and fellowships received.

**My signature constitutes my certification that my responses are true and complete.** Where an item is left blank, it is because there is no information within its scope. My signature further constitutes authorization for the City of Mentor to investigate the facts submitted; and for those with relevant information (including but not limited to, physicians, hospitals, and my prior employers) to release such information to the City of Mentor.

**I understand and agree 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 Mentor.

|                  |                    |
|------------------|--------------------|
| Signature: _____ | Date Signed: _____ |
|------------------|--------------------|