



MIDDLEBURG HEIGHTS
COMMUNITY CENTER

CITY OF MIDDLEBURG HEIGHTS RECREATION DEPARTMENT

16000 EAST BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130-4896

PHONE: (440) 234-2255 FAX: (440) 234-3228

WWW.MIDDLEBURGHEIGHTS.COM

Note to Applicants:

Thank you for taking the time to apply to one of Ohio's premier municipal recreation departments. We take pride in offering a variety of positions and offer competitive wages to part time staff.

Please read the information provided below prior to completing the attached application.

1. We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.
2. All applicants must be at least 16 years of age or older to be employed by the Middleburg Heights Recreation Department.
3. Applications will be kept on file for one year from date of submission.
4. The Middleburg Heights Recreation Department strictly follows the state nepotism laws. As such, the Recreation Department will not hire the following relatives (by blood or marriage) of any city employee / official: grandparents, parents, step parents, siblings, spouses, children, step children, grand children, or any other relative residing with the employee / official.
5. All new hires will be subject to a criminal back ground check, a drug test, and sign a waiver permitting random drug testing during the period of employment.

When completing the application, please refer to "Area of Interest" as indicated below:

Athletics	Parks/Grounds
Concession	Pool, Lifeguard
Custodial	Pool, Swim Instructor
Fitness	Kidszone/child care

You will be contacted directly by a department head if/when a position to which you are suited becomes available.

Sincerely,

Jeffery C. Minch
Recreation Director

Employment Application

An Equal Opportunity Employer

Personal Information		
Last Name	First Name	M.I.
Street Address	Apartment/Unit #	
City	State	Zip
Home Phone	Cell Phone	
Email Address	Valid Driver License Number	
Do you have a valid Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Expiration Date:		
CDL Endorsements: <input type="checkbox"/> Air Brakes <input type="checkbox"/> Combination (A) <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Tankers <input type="checkbox"/> Passengers		
Are you legally eligible to be employed in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been a member of the Armed Services? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of years served:		
Branch: Duty/Specialized Training:		
Have you ever worked for the City of Middleburg Heights? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?		
Do you have any relatives/friends who work for the City of Middleburg Heights? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name and relationship:		
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Position Interest	
Position Applying for	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Date Available
Salary Desired	If necessary for the position, are you able to work overtime and/or varied shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No
State why you believe you are qualified for this position	
What prompted you to seek employment with the City of Middleburg Heights?	
Are you able to perform the essential functions of the position with or without accommodations? <input type="checkbox"/> With <input type="checkbox"/> Without	
Please list the business equipment you can operate related to the type of employment you are seeking	
For Office Use Only Forward to:	

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

Education Information				
	Name & Address	Years Attended	Subjects Studied/Degree	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 courses, 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				

Professional References Please list three references who are not relatives or employees	
Full Name	Phone
Address	Occupation
Full Name	Phone
Address	Occupation
Full Name	Phone
Address	Occupation

I authorize investigation of all statements contained in this application. I understand that any misrepresentation, or omission of facts called for, is reason for dismissal. Further, I understand and agree that my employment is at-will meaning that it is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Applicant's Signature _____

Date _____