



City of Middleburg Heights Employment Application

An Equal Opportunity Employer

DEPARTMENT OF INTEREST

(Please Check Department of Interest)

- Building
 Court
 Economic Development
 Finance
 Fire
 Law
 Mayor
 Police
 Public Service
 Recreation

RECREATION DEPARTMENT / DIVISION OF INTEREST

(Recreation Department Applicants Only – Please Check Division of Interest)

- Aquatics
 Athletics
 Childcare
 Concessions
 Custodial
 Fitness
 Front Desk
 Kidszone

PERSONAL INFORMATION

Last Name:		First Name:		Middle Initial:	
Street Address:			Apartment / Unit Number:		
City:		State:		Zip Code:	
Home Phone:			Cell Phone:		
Email Address:			Valid Driver's License Number:		
Do you have a valid Commercial Driver's License (CDL)? <input type="checkbox"/> Yes <input type="checkbox"/> No			Driver's License Expiration Date:		
CDL Endorsements: <input type="checkbox"/> Air Brakes <input type="checkbox"/> Combination (A) <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Tanker <input type="checkbox"/> Passenger					
Are you legally eligible to be employed in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are 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 of Service: <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Marines <input type="checkbox"/> Coast Guard <input type="checkbox"/> Space Force			MOS / Duty / Specialized Training:		
Have you ever worked for the City of Middleburg Heights? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, position and dates of employment?		
Do you have any relatives 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:	Classification: <input type="checkbox"/> Full Time <input type="checkbox"/> Regular Part Time <input type="checkbox"/> Seasonal Part Time
Salary / Wage 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 job for which you are applying, with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list any equipment you can operate related to the type of employment you are seeking.	

EMPLOYMENT HISTORY

(Begin With Most Recent Employer First)

Employer Name, Address, Phone	Position	Start / End Date	Salary	Reason for Leaving
1)		From:		
		To:		
2)		From:		
		To:		
3)		From:		
		To:		
4)		From:		
		To:		

EDUCATION INFORMATION

	Name	Address	Subjects Studied / Degree	Did you graduate?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College / University				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade / Business / Equivalent				<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 any academic honors, awards, extracurricular activities, offices held, etc.

PROFESSIONAL REFERENCES

(Please List Three References Who Are Not Relatives)

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 disqualification. Further, I understand and agree that any potential employment is at-will, meaning that it is for no definite period and may, regardless of the date of payment of my wages / salary, be terminated at any time without any previous notice.

Applicant's Signature:	Date:
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