



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



# CITY OF MIDDLEBURG HEIGHTS

## DEPARTMENT OF RECREATION

16000 East Bagley Road, Middleburg Heights, Ohio 44130-4896

Phone: 440.234.2255 | FAX: 440.234.3228 | www.middleburgheights.com

### Application for Employment

#### Applicant Information

Area of Interest: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
 (Last) (First) (Middle Initial)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_ e-mail: \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

Are you related to any City of Middleburg Heights employee / official by blood or marriage?  Yes  No

If yes, please explain: \_\_\_\_\_

The following relatives of city employees / officials are not eligible for employment with this department: grandparents, parents, step parents, siblings, spouses, children, stepchildren, grandchildren, or any other relative residing with the employee / official.

#### Education and Training

Name and Address of Institution	Major course of study	Years Completed
High School	N/A	
College or University		
Vocational School or Advanced Degree		

Certifications or Licenses	Governing Body (example: American Red Cross)	Expiration Date

#### Availability

Please indicate estimated days and times you would be available to work.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From:							
To:							
From:							
To:							

### ***Employment History***

Starting with your present or most recent employer, list in consecutive order all employment for at least the past two employers.

May we contact your current employer(s)?  Yes  No

May we contact your previous employer(s)?  Yes  No

Name of Company or Organization		Title of Position held		Employed, MO/YR—MO/YR
Street Address	City	State	Zip Code	Reason for Leaving
Name and Title of Supervisor		Telephone		
List of duties performed, skills used, and promotions while employed at this company:				

Name of Company or Organization		Title of Position held		Employed, MO/YR—MO/YR
Street Address	City	State	Zip Code	Reason for Leaving
Name and Title of Supervisor		Telephone		
List of duties performed, skills used, and promotions while employed at this company:				

### ***Statement of Verification***

ALL APPLICANTS, as a condition of employment, are required to undergo pre-employment background checks and drug/alcohol screenings.

I certify that the information contained in this application is correct to the best of my knowledge, and understand that any falsification or omission of information will result in my disqualification from employment or release from employment at a later date. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I also authorize the City of Middleburg Heights to conduct a conviction background check and drug screening.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_