



27700 Hilliard Blvd.  
Westlake, OH 44145

Phone 440.871.3300

Full Time Position: \_\_\_\_\_  
Part Time Position: \_\_\_\_\_  
Summer Time Position: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**  
An Equal Opportunity Employer

**PERSONAL INFORMATION:**

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

Name: \_\_\_\_\_  
Last First Middle Social Security Number

Present Address: \_\_\_\_\_  
Street City State Zip Code

Permanent Address: \_\_\_\_\_  
Street City State Zip Code

Phone Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Commercial Driver's License Number: \_\_\_\_\_

**POSITION APPLIED FOR:** \_\_\_\_\_ Salary desired: \$ \_\_\_\_\_

Now employed? \_\_\_\_\_ If yes, may we contact employer? \_\_\_\_\_ Date available: \_\_\_\_\_

What prompted you to seek employment with the City of Westlake? \_\_\_\_\_

Type of business machines and equipment you can now operate: \_\_\_\_\_

Education	Names and Locations of Schools	Years Attended	Did You Graduate	Subjects Studied
Grammar School				
High School				
College/ University				
Trades, Business, or Correspondence School				

**PREVIOUS EMPLOYERS (Beginning with the most recent):**

Date Month/Year	Employer Name and Address	Salary	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

**REFERENCES (List three persons, not related, who have known you for at least one year):**

Name	Address	Phone	Business	Years Acquainted
1. _____				
2. _____				
3. _____				

**IN CASE OF AN EMERGENCY NOTIFY:**

Name	Address	Phone

I authorize investigation of all statements contained in this application. I understand that misrepresentation, or omission of facts called for, is excuse for dismissal. Further, I understand and agree that my employment 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.

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

DO NOT WRITE BELOW THIS LINE

Referred to \_\_\_\_\_ Department

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



I, \_\_\_\_\_, presently residing at \_\_\_\_\_, have applied for employment with the City of Westlake. I have been advised and am fully aware that a representative of the City of Westlake will be conducting a thorough investigation of my background to assist in determining my suitability for this employment. I realize that, in conducting this background investigation, the City of Westlake and/or its representative(s) will be making inquiries including but not limited to school employees and administrators at schools which I have attended; school records and files; physicians and/or other persons who may have examined or treated me for any type of illness or injury; law enforcement agencies or courts with whom I may have a conviction record; present and previous employers; and other persons who may be able to provide information about me which the City desires.

I hereby give my permission and waive all provisions of law forbidding any physicians or other persons who have attended me or any other school officials, court, law enforcement agencies, employers, firms or persons, from disclosing any knowledge or information they have concerning me which is provided to the City of Westlake or its representative(s). I further hold harmless said entities and their representatives and employees, as well as the City Council of the City of Westlake, its individual Council members, administrators, employee's agents and representatives from any and all liability, which may result from said release, or dissemination of information as stated above. I further request and consent that the City of Westlake and/or its representatives be provided with a copy of any such records.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness