

City of Cuyahoga Falls

Human Resources Department

Mayor Don Walters
2310 Second St.
Cuyahoga Falls, Ohio 44221



Vickie M. Steiner, PHR
Human Resources Director

To: Job Applicant

From: Human Resources Department

Thank you for your interest in employment with the City of Cuyahoga Falls. Attached is an employment application. Please complete each section before returning it to the Human Resources Department. Also, feel free to attach a resume or use blank paper if more space is required to respond to the questions. This application will be kept on file for only six months or until the position you have applied for is filled.

The City of Cuyahoga Falls only accepts employment applications for positions that are open. The City does not accept unsolicited applications or resumes.

Most positions begin as temporary, seasonal or part-time and may lead to full-time. Employ-Temps Staffing Services (540 Graham Road, Cuyahoga Falls) accepts employment applications for temporary, seasonal and part-time work assignments at the City.

In the event you are only interested in full-time employment, most full-time openings require that you pass a civil service examination prior to being hired. Applications for civil service examinations are not given out unless an examination is posted. Due to the large number of inquiries concerning employment, we are unable to notify interested parties when examination notices are posted. The examination notice must be posted at least two weeks prior to the test. It is best that you check our website at www.cityofcf.com, read the local newspapers, or stop in every few weeks to see if any examinations are posted for testing.

Applicants requiring reasonable accommodation with the application and/or interview process may contact Human Resources at (330) 971-8195 or call our TDD line at (330) 923-7668. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability, veteran/reserve/national guard status, genetic information or any other legally protected status. The City of Cuyahoga Falls is an equal opportunity employer.

Effective January 1, 2005, the City of Cuyahoga Falls does not hire tobacco/nicotine users and is a smoke-free environment. All employment offers are contingent upon passing a drug/alcohol and nicotine screening and/or submitting to a physical examination. If employed, proof of identity, relevant licensure or credentials, and authorization for employment in the United States will be required.

Please note this record of application will become a public record upon submission to the City of Cuyahoga Falls and will be subject to appropriate records requests.

We wish you the best of luck with your employment endeavors.

CITY OF CUYAHOGA FALLS
APPLICATION FOR EMPLOYMENT
(PLEASE PRINT)

ID No: _____

Date: _____

Name _____ Social Security No. XXX-XX- _____ (last 4-digits only)

Position Applying For _____

Street _____ City _____ State _____ Zip _____

Primary Phone _____ Alternate Phone _____

How were you referred? Newspaper Ad Website Self Current Employee School Other

Which newspaper/website? Akron Beacon Journal Record Publishing Monster.com Careerbuilder.com

Date available to begin work _____ Email Address _____

EDUCATION

Circle number of years completed: High School 1 2 3 4 College 1 2 3 4 5 6 Degree Complete? Yes No

High School _____ Address _____

College _____ Degree Received _____ Major _____

Additional Education / Certificate _____ Degree / Certification Complete? Yes No

Additional Education / Certificate _____ Degree / Certification Complete? Yes No

MILITARY EXPERIENCE

Were you in regular U.S. Armed Forces? Yes No If yes, what branch? _____

SKILLS

Please list any special training, skills and experience. List any special construction and/or office equipment you can operate: _____

GENERAL INFORMATION

Are you legally authorized to work in the United States? Yes No

Are you below the age of 21? Yes No

Do you smoke or use other tobacco/nicotine products (such as chewing tobacco)? Yes No
(Effective January 1, 2005, the City of Cuyahoga Falls does not hire tobacco/nicotine users and is a smoke-free environment)

Do you have a valid Driver's License? Yes No

Do you have a CDL? Yes No If "yes," circle type: Class A Class B

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodations? Yes No

Please describe any accommodations required: _____

Have you ever been convicted of a criminal offense?* Yes No If "yes," date _____

Nature of offense _____

Have you previously been employed here? Yes No If "yes," date _____

*An affirmative answer will **not** automatically disqualify you from consideration.

EMPLOYMENT HISTORY List most recent employer first. May we contact these employers? _____

Employer Name/Address	Employed From: To:	Supervisor's Name
Position Held	Duties	Reason for Leaving
Employer Name/Address	Employed From: To:	Supervisor's Name
Position Held	Duties	Reason for Leaving
Employer Name/Address	Employed From: To:	Supervisor's Name
Position Held	Duties	Reason for Leaving

REFERENCES

NAME AND ADDRESS	OCCUPATION	PHONE

The City of Cuyahoga Falls complies with all federal, state and local laws that prohibit discrimination, including, but not limited to, the following: (1) The Civil Rights Act of 1964 (Title VII) which prohibits discrimination of employment because of race, color, religion, sex, national origin or ancestry; (2) The Age Discrimination in Employment Act (ADEA) of 1967; (3) The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which prohibit discrimination against persons with disabilities; and (4) Ohio Revised Code Chapter 4111.02.

I authorize the City of Cuyahoga Falls (its officers, agents, representatives or duly authorized employee) to make a thorough investigation of my past employment, and to verify all data given on this application. I also agree to cooperate in such investigations and release from all liability or responsibility all persons, companies or corporations supplying such information. If the position for which I am applying requires, as a condition of employment, the possession of a valid driver's license, I also authorize the City of Cuyahoga Falls to verify the validity of my driver's license and/or review the state's Motor Vehicle Registration Records.

I acknowledge that I currently do not use tobacco/nicotine products and agree to refrain from using tobacco/nicotine products for the duration of my employment with the City of Cuyahoga Falls.

I understand that an offer of employment is contingent upon passing a drug, alcohol and nicotine screening and submitting to a physical examination, if required by City policy, and I consent to the examinations and such future examinations as may be required by the City of Cuyahoga Falls. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

I hereby certify that the facts set forth in this employment applications are true and complete to the best of my knowledge. I understand that if employed, any false or misleading statements on this application shall be considered sufficient cause for dismissal. By signing this agreement, I acknowledge that I have thoroughly read the above and that its terms and conditions are fully understood.

SIGNATURE (Do not type or print)

DATE