

# APPLICATION FOR EMPLOYMENT

*City of Parma Heights*

6281 Pearl Road

Parma Heights, Ohio 44130-3084

Tel: (440) 884-9600 • Fax: (440) 884-1802

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## PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## SKILLS & QUALLIFICATIONS

Other qualifications such as special skills, abilities or honors: \_\_\_\_\_

\_\_\_\_\_

Types of computers, software, and other equipment you are qualified to operate or repair: \_\_\_\_\_

\_\_\_\_\_

Professional Licenses, certifications or registrations: \_\_\_\_\_

\_\_\_\_\_

## EDUCATION

College/Technical School: \_\_\_\_\_ Degree: \_\_\_\_\_

Grad School/Other Training: \_\_\_\_\_ Specialization: \_\_\_\_\_

## FORMER EMPLOYERS

Dates of Employment	Employer	Position	Reason for Leaving
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

**REFERENCES** (Not related to you)

Name	Phone Number	Email Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Are you currently employed: \_\_\_\_\_ May we contact your employer? \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE 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 .....

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
Date of Hire: \_\_\_\_\_ Position: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_