



CITY OF BEREA, OHIO



PRELIMINARY APPLICATION FOR EMPLOYMENT DEPARTMENT OF PUBLIC SAFETY - DIVISION OF FIRE

THE CITY OF BEREA IS AN EQUAL OPPORTUNITY EMPLOYER AND CONSIDERS ALL APPLICATIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL OR VETERAN STATUS, DISABILITY (WITH OR WITHOUT ACCOMMODATION) OR OTHER LEGALLY PROTECTED STATUS.

Do you need assistance or an accommodation to complete this application?
If yes, please ask to be referred to the Secretary of the Civil Service Commission.

PLEASE PRINT IN INK OR TYPE

Date of Application: _____

LAST NAME	FIRST NAME	STREET, CITY, ZIP

HOME PHONE	CELL PHONE	EMAIL ADDRESS

Have you ever worked under another name? If yes, what was it and what was the reason for the change? _____

Last four (4) digits of social security number: _____. If placed on the certified list, you will be required to provide the complete number.

EMPLOYMENT EXPERIENCE

List your present or last two (2) employers. You will be required to disclose your complete employment history if placed on the certified list.

NAME/ADDRESS OF EMPLOYER	PERIOD OF EMPLOYMENT	POSITION	REASON FOR LEAVING
COMPANY:			
ADDRESS:			
CITY/STATE:			
DATES OF EMPLOYMENT	FROM:	TO:	

NAME/ADDRESS OF EMPLOYER	PERIOD OF EMPLOYMENT	POSITION	REASON FOR LEAVING
COMPANY:			
ADDRESS:			
CITY/STATE:			
DATES OF EMPLOYMENT	FROM:	TO:	

EDUCATION

HIGH SCHOOL GRADUATE: YES NO

NAME AND LOCATION OF HIGH SCHOOL: _____

GED CERTIFICATE NUMBER _____ GED ISSUED BY _____

POST HIGH SCHOOL EDUCATION

Including Technical School, Business School, Professional School, College and University

NAME OF SCHOOL	ADDRESS OF SCHOOL	GRADE COMPLETED OR DEGREE	SUBJECTS STUDIED OR MAJOR

MILITARY RECORD

BRANCH OF SERVICE _____

UNIT _____

DATES _____

HIGHEST RANK OR RATE HELD _____

TYPE OF SEPARATION _____

MILITARY RESERVE STATUS READY STANDBY NONE

Were you ever court martialed, tried on charges, or subject of a Summary Court Martial, Captains' Mast, Article 15, company punishment or any other disciplinary action while in the armed services?

YES NO IF YES, EXPLAIN. _____

GENERAL INFORMATION

Have you ever been convicted of, or plead guilty to, a crime other than a minor traffic infraction? YES NO

If yes, explain. Attach additional sheets if necessary) Do not omit information. You will have an opportunity to provide additional facts or explanation if you are placed on the certified candidates list and selected for an interview:

DATE OF OFFENSE	OFFENSE OR ALLEGED OFFENSE	CITY/STATE WHERE OFFENSE OR ALLEGED OFFENSE OCCURRED	ARREST?	CONVICTED OR PLACED IN DIVERSION PROGRAM?	FOUND NOT GUILTY OR NEVER CHARGED?

Can you perform the essential functions and tasks of the job(s) for which you are applying with or without accommodation?

Yes No

Will you take all written, physical, or other examinations required by law for the job(s) for which you are applying with or without accommodation?

YES

NO

Consistent attendance and punctuality are essential requirements of every job with the city. Is there anything which would interfere with your regular attendance and punctuality if you were offered a position?

YES

NO

IF YES, EXPLAIN: _____

List all of your residence addresses for the past five (5) years. Include college addresses, if any.

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? *Proof of citizenship or immigration status will be required upon appointment.*

YES

NO

AGREEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including a criminal and traffic background check. I understand that completion of Part II of this application will be required if I am placed on the certified candidates list.

I waive all provisions of law forbidding colleges or universities that I attended, or past employers, from disclosing any information which they acquired pursuant to my employment. I consent that they may disclose such information to the Civil Service Commission, Director of Public Safety and/or her designees. I release and forever discharge the City of Berea, its agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgments and legal fees arising out of or in connection with this investigation.

I realize that any false or misleading information may subject me to prosecution under Ohio Revised Code Section 2921.13.

I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified.

I understand that this application is not, and is not intended to be, a contract of employment.

The City of Berea is a Drug-Free Workplace and I understand that a pre-employment drug test will be required, and that the City of Berea will not hire any person testing positive for illegal and/or illicit drug use or one currently abusing alcohol. I also understand that the City may require other drug and/or alcohol testing in accordance with City policy. I also understand that a pre-employment physical and psychological examination may be required to insure that I am capable of performing essential job functions. I also understand that a polygraph test may be administered. I further understand that if I am hired by the City of Berea, I am required to maintain a level of physical fitness and psychological health that permits me to perform all essential job functions.

I understand that if I am required to operate a motor vehicle as a part of my job, I must have and maintain a valid operator's license, and authorize the City to periodically verify the status of such license. I understand that any suspension of my operator's license may result in disciplinary action, up to and including discharge. **

**Additional authorization and waivers will be required if placed on certified list.*

Print applicant's name

Date

Applicant's signature

Applicant's address