# CITY OF BEDFORD, OHIO APPLICATION FOR EMPLOYMENT

The City of Bedford considers all applicants for employment without regard to their color, race, religion, gender, sexual orientation, pregnancy, age, national origin, ancestry, marital status, veteran status, military status, disability, family medical history, genetic status, or any other classification protected by law.

Disabilities and religious practices will also be reasonably accommodated unless doing so would cause the City of Bedford to experience an undue hardship.

## Please print clearly or type. Use additional sheets of paper if you need more space to answer any question.

# **GENERAL INFORMATION**

First Name	Middle Name	Last Name	Jr/S	Sr/III/Etc.
Street Address	City	Sta	ate	ZIP
Home Phone Number	Mobile Phone Number		Email	Address
Other names by which you are known,	or have been known:			
Other cities in which you have lived du	ring the last ten years:			
Were you previously employed by the	City of Bedford (if yes, give dates and I	ocation)?		
Position(s) desired:				
Are you 18 years of age or older?		-	Yes	No
Are you legally authorized to work in th	ne United States?	-	Yes	No
Do you have reliable transportation to	work?	-	Yes	No
Do you have a valid driver's license?		-	Yes	No
Driver's license number:	State of issuance:	Date of expiration: _		
Can you work on evenings and on wee	kends?	-	Yes	No
Can you work more than 40 hours in a	week, if needed?	-	Yes	No
What is your availability?		Full-ti	me F	Part-time
How were you referred to the City of Be	edford? Agency	Internet En	nployee	Other
If a particular person referred you to th	e City, who was it?			
Do you have any relatives who work for	r the City?	-	Yes	No

Who?				
Can you perform all of the essential functions a reasonable accommodation?	s of the job(s) for which you ar		Yes	No
Are you currently using illegal drugs?			Yes	No
Have you ever served in the U.S. military?			Yes	
If your answer to the last question was "yes,"	list branches of military service	e:		
	EDUCATION			
High School:		Diploma/GED?	Yes	No
College/University:		Degree		Obtained:
Major:				
Graduate School:		Degree		Obtained:
Major:				
Other School:		Degree		Obtained:
Major:				
Are you currently attending school?		_	Yes	No
If you answered "yes" to the last question, wh	nat school are you attending a	nd what courses are you taki	ng?	
SKII	LLS AND CERTIFICAT	IONS		
Do you have any licenses or certifications that	t you believe are relevant for t	his job? If so, which ones?		
Do you have any other skills or experience the	at you believe may qualify you	ı for this job?		
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## **EMPLOYMENT HISTORY**

List your emplo	yers for the	past ten years	. Start with th	he most recent.

A #0.1/01	, currently employed?				Vec	Na
-	u currently employed?				Yes	
Employ	/er name:	Address:				
	Telephone Number:		Supe	ervisor:		
	Salary/Wage:	Start date:	End date:	Reason for leaving:		
	May we contact this emp	loyer?			Yes	No
	If "no," why not?					
Employ	/er name:	Address:				
	Telephone Number:		Supe	ervisor:		
	Salary/Wage:	Start date:	End date:	Reason for leaving:		
	May we contact this emp	loyer?			Yes	No
	If "no," why not?					
Employ	/er name:	Address:				
	Telephone Number:		Supe	ervisor:		
	Salary/Wage:	Start date:	End date:	Reason for leaving:		
	May we contact this emp	loyer?			Yes	No
	If "no," why not?					
Employ	/er name:	Address:				
	Telephone Number:		Supe	ervisor:		
	Salary/Wage:	Start date:	End date:	Reason for leaving:		
	May we contact this emp	loyer?			Yes	No
	If "no," why not?					
Please				:		
How m	any days were you absent	from work during th	ne past year?			
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## REFERENCES

Please list three professional or business references (not including relatives) who have known you for at least five years:

Name	Telephone Number	How do they know you?
Name	Telephone Number	How do they know you?
Name	Telephone Number	How do they know you?

## **APPLICANT'S STATEMENT**

#### By signing below, I agree to all of the following:

- All of the information I have provided in this application is both accurate and complete. If the City learns that I have misrepresented or omitted anything on this application, or during an interview, or at any other stage of the application process, it may decline to hire me, and may terminate my employment if it has already begun.
- By accepting this application, the City is not required to offer me employment.
- If the City chooses to make me a preliminary offer of employment, it may insist that I submit to a drug and alcohol test and/or a medical examination. I agree to do these things if the City requests them, and understand that any preliminary offer may be rescinded if, for any reason, I refuse. In addition, if I become employed by the City, I agree to undergo any medical examinations (including drug and alcohol testing) that the City might request and that are job-related and consistent with business necessity.
- If I do become employed at the City, unless covered by a separate collective bargaining agreement, my employment will be "at will," which means that both City and I will be free to end our employment relationship at any time, and for any reason, and without providing any advance notice.
- If I become employed by the City, and my employment ends, the City may furnish information about my former employment to persons who ask the City for employment references about me. I give my permission for the City to do this, and release the City from all liability for providing employment references about me.
- If I am hired, I will be required to provide proof of my identity and of my legal ability to work in the United States.

### I have read, understand and agree to all of the above.

Applicant's Signature

Date Signed

## ACKNOWLEDGMENT REGARDING DRUG AND ALCOHOL TESTING

I understand that screening tests for alcohol and illegal drug use may be required if the City of Bedford makes me a preliminary offer of employment, and may also be required again during my employment if I am hired. I agree to submit to those tests. I also understand and agree that any preliminary offer of employment will be withdrawn if I change my mind and refuse to submit to a screening test for alcohol and illegal drug use.

Applicant's Signature

Date Signed

## **AUTHORIZATION TO RELEASE INFORMATION**

I have applied for employment with the City of Bedford, Ohio, and want the City be informed fully of my background. I therefore authorize the City to investigate all aspects of my background which may be of interest to it, and release the City from any liability associated with conducting this investigation. This includes, but is not limited to, contacting the references I have provided or other people who the City may believe have information about me, investigating my employment history and my educational background, and obtaining my motor vehicle records, public records about me, and my criminal and other court records (whether privileged or not).

By signing below, I authorize anyone who has information or records about me to provide those things to the City of Bedford so that it can investigate my suitability for potential employment, and release from liability anyone who furnishes information or records to the City in connection with its investigation of my application for employment.

I am giving this authorization in exchange for the City's willingness to consider me for potential employment. I understand that no information or records that are furnished to the City pursuant to this authorization will be used in violation of any federal or state law or regulation.

A photocopy of this release will be considered just as effective and binding as the original signed version.

**Applicant's Signature** 

Date Signed