



Employment Application

City of Sheffield Lake

Form SLHR-0001 (Modified 5/17/2022)

The City of Sheffield Lake - Is an Equal Opportunity Employer and provider of ADA services.

POSITION:	AGENCY:	POSITION NUMBER:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please submit one application per position or examination to the address indicated on the job posting or examination announcement. Copies are acceptable. Applications lacking sufficient information will not be processed. Please ensure your application is received or postmarked by the closing date, as required by the city. Please be sure to complete the entire application. Also note that once submitted to a governmental agency, this completed form will be subject to all applicable public records laws.

PLEASE TYPE OR PRINT IN INK

NAME: (Last, First, Middle)	DATE OF BIRTH - Year Not Required	
<input type="text"/>	Month <input type="text"/>	Day <input type="text"/>
ADDRESS: (Street, City, State, ZIP Code)		
<input type="text"/>		
HOME PHONE:	ALTERNATE PHONE:	E-MAIL ADDRESS:
<input type="text"/>	<input type="text"/>	<input type="text"/>
DRIVER'S LICENSE: (Optional)	LEGAL RIGHT TO WORK IN THE U.S.:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE?
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR?	TYPES OF WORK YOU WILL ACCEPT:
<input type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
SHIFTS YOU WILL ACCEPT:	
<input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> On Call (as needed)	

EDUCATION

HIGH SCHOOL NAME:	LOCATION: (City, State)	DID YOU GRADUATE?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
CHECK YEAR COMPLETED:	OBTAINED GED?	
<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHOOL NAME: (College/University)	LOCATION: (City, State)	
<input type="text"/>	<input type="text"/>	
CHECK YEAR COMPLETED:	DID YOU GRADUATE?	MAJOR:
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
DEGREE RECEIVED:	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:	
<input type="text"/>	<input type="text"/>	
SCHOOL NAME: (College/University)	LOCATION: (City, State)	
<input type="text"/>	<input type="text"/>	
CHECK YEAR COMPLETED:	DID YOU GRADUATE?	MAJOR:
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
DEGREE RECEIVED:	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:	
<input type="text"/>	<input type="text"/>	
SCHOOL NAME: (College/University)	LOCATION: (City, State)	
<input type="text"/>	<input type="text"/>	
CHECK YEAR COMPLETED:	DID YOU GRADUATE?	MAJOR:
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
DEGREE RECEIVED:	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:	
<input type="text"/>	<input type="text"/>	

EMPLOYMENT HISTORY

Please list your work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. **NOTE:** To be considered for employment, you must fill in the information below, accurately and completely. You may submit a resume **in addition** to completing this section. If applying for a civil service examination, only the information provided below will be considered. A resume may not be used. **If you need additional space, attach extra sheets to this application.**

DATES: From: <input type="text"/> To: <input type="text"/>	EMPLOYER: <input type="text"/>	POSITION TITLE: <input type="text"/>
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ADDRESS: (Street, City, ZIP Code)

COMPANY URL: <input type="text"/>	PHONE NUMBER: <input type="text"/>	SUPERVISOR: <input type="text"/>
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HOURS PER WEEK: <input type="text"/>	SALARY: <input type="text"/>	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
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DUTIES:

REASON FOR LEAVING:

DATES: From: <input type="text"/> To: <input type="text"/>	EMPLOYER: <input type="text"/>	POSITION TITLE: <input type="text"/>
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ADDRESS: (Street, City, ZIP Code)

COMPANY URL: <input type="text"/>	PHONE NUMBER: <input type="text"/>	SUPERVISOR: <input type="text"/>
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HOURS PER WEEK: <input type="text"/>	SALARY: <input type="text"/>	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
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DUTIES:

REASON FOR LEAVING:

DATES: From: <input type="text"/> To: <input type="text"/>	EMPLOYER: <input type="text"/>	POSITION TITLE: <input type="text"/>
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ADDRESS: (Street, City, ZIP Code)

COMPANY URL: <input type="text"/>	PHONE NUMBER: <input type="text"/>	SUPERVISOR: <input type="text"/>
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HOURS PER WEEK: <input type="text"/>	SALARY: <input type="text"/>	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
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DUTIES:

REASON FOR LEAVING:

EMPLOYMENT HISTORY (Continued)

DATES: From: <input style="width: 80px;" type="text"/> To: <input style="width: 80px;" type="text"/>		EMPLOYER: <input style="width: 95%; height: 20px;" type="text"/>	POSITION TITLE: <input style="width: 95%; height: 20px;" type="text"/>
ADDRESS: (Street, City, ZIP Code) <input style="width: 99%; height: 20px;" type="text"/>			
COMPANY URL: <input style="width: 95%; height: 20px;" type="text"/>	PHONE NUMBER: <input style="width: 95%; height: 20px;" type="text"/>	SUPERVISOR: <input style="width: 95%; height: 20px;" type="text"/>	
HOURS PER WEEK: <input style="width: 95%; height: 20px;" type="text"/>	SALARY: <input style="width: 95%; height: 20px;" type="text"/>	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DUTIES: <input style="width: 99%; height: 40px;" type="text"/>			
REASON FOR LEAVING: <input style="width: 99%; height: 20px;" type="text"/>			

DATES: From: <input style="width: 80px;" type="text"/> To: <input style="width: 80px;" type="text"/>		EMPLOYER: <input style="width: 95%; height: 20px;" type="text"/>	POSITION TITLE: <input style="width: 95%; height: 20px;" type="text"/>
ADDRESS: (Street, City, ZIP Code) <input style="width: 99%; height: 20px;" type="text"/>			
COMPANY URL: <input style="width: 95%; height: 20px;" type="text"/>	PHONE NUMBER: <input style="width: 95%; height: 20px;" type="text"/>	SUPERVISOR: <input style="width: 95%; height: 20px;" type="text"/>	
HOURS PER WEEK: <input style="width: 95%; height: 20px;" type="text"/>	SALARY: <input style="width: 95%; height: 20px;" type="text"/>	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DUTIES: <input style="width: 99%; height: 40px;" type="text"/>			
REASON FOR LEAVING: <input style="width: 99%; height: 20px;" type="text"/>			

CERTIFICATES AND LICENSES

TYPE: <input style="width: 99%; height: 20px;" type="text"/>	
LICENSE NUMBER: <input style="width: 95%; height: 20px;" type="text"/>	ISSUING AGENCY: <input style="width: 95%; height: 20px;" type="text"/>
TYPE: <input style="width: 99%; height: 20px;" type="text"/>	
LICENSE NUMBER: <input style="width: 95%; height: 20px;" type="text"/>	ISSUING AGENCY: <input style="width: 95%; height: 20px;" type="text"/>

SKILLS

OFFICE SKILLS:	
Typing Speed: <input style="width: 80%; height: 20px;" type="text"/>	Data Entry Speed: <input style="width: 80%; height: 20px;" type="text"/>
COMPUTER SKILLS: <input style="width: 99%; height: 20px;" type="text"/>	
OTHER SKILLS: <input style="width: 99%; height: 20px;" type="text"/>	
LANGUAGE(S): <input style="width: 99%; height: 20px;" type="text"/>	

The purpose of questions 1-7 is to obtain information relevant to employment with the City of Sheffield Lake.

Responses to these questions are required.

1. Please indicate your county of residence. _____

2. Summary of Qualifications - In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the Minimum Qualifications and any position-specific qualifications posted for this position or examination. If you need additional space, attach an extra sheet to this application.

3. Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. Note: A transcript may not be substituted for this section, although you may be required to submit a transcript.

4. Are you a current employee for the City of Sheffield Lake?

- Yes, I'm a permanent employee
- Yes, I'm an interim or intermittent employee
- Yes, I'm a temporary, seasonal or project employee
- Yes, I'm a fixed term or established term employee
- No, I'm not a City employee

5. If you are a current employee, indicate your current position.

6. If you are not a current City employee, have you ever been employed by the City of Sheffield Lake?(If you are a current City employee, please select N/A)

- | | | |
|--------------------------|--------------------------|--------------------------|
| Yes | No | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. How did you learn about this **employment opportunity**?

- | | | |
|---|---|--|
| <input type="checkbox"/> careers.ohio.gov | <input type="checkbox"/> Facebook | <input type="checkbox"/> Trade Journal |
| <input type="checkbox"/> GovernmentJobs.com | <input type="checkbox"/> Twitter | <input type="checkbox"/> Career/Recruitment Fair |
| <input type="checkbox"/> Indeed.com | <input type="checkbox"/> LinkedIn | <input type="checkbox"/> Other Not Listed |
| <input type="checkbox"/> Other Job Board | <input type="checkbox"/> Other Social Media | |

CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. 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 I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the The City of Sheffield Lake, and/or the department that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

Signature of Applicant: _____ Date: _____