

# EMPLOYMENT APPLICATION

**CITY OF UPPER ARLINGTON, OHIO  
3600 TREMONT ROAD  
UPPER ARLINGTON, OHIO 43221**

Please print your answers. All spaces must be completed. If a question does not apply, indicate so with the symbol (N/A). If the space provided is inadequate, attach a separate sheet and continue your answer. All separate sheets must contain the date and your signature of the applicant.

## GENERAL INFORMATION:

Last Name	First Name	Middle Name	Suffix (Jr., III, etc.)	Home Telephone Number ( )	Date
Street Address		City		State	Zip Code
E-Mail Address			Cell Phone Number ( )		
Position Applying For _____ Check One <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Seasonal			Date Available For Employment	Approximate Annual Salary Range You Require \$ to \$	
If a position you are applying for requires a minimum age, state your birth date: _____ Month Day Year <i>Under age 18: Work permit required</i> <i>Fire minimum: 18 years</i> <i>Police Minimum: 21 years</i>					

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Issuing State _____ License # _____
Do you have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No Class _____ Endorsements _____
How did you learn about this job opening? _____
Do you have a relative who works for the City of Upper Arlington? <input type="checkbox"/> Yes <input type="checkbox"/> No (Members of the immediate family are ineligible for employment.) If yes, state name, department, and relationship _____
Have you ever been convicted of a criminal offense (including expunged records)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____
Have you ever been convicted of one of the offenses listed below (including expunged records)? <input type="checkbox"/> Yes <input type="checkbox"/> No OMVI, Hit Skip, Fleeing, Reckless Operation, Driving Under Suspension If yes, please explain _____

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**EDUCATION AND TRAINING** (include on-the-job training):

	School Location/Sponsor	Course of Study	Degree & Year Obtained
High School			
Community College/Trade School			
College/University			
Continuing Education/Other			

**SPECIAL QUALIFICATIONS:**

What relevant experience and skills do you have that makes you especially suited for this position (e.g. computer skills, equipment operation, and familiarity)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES** (Give the name of 3 people not related to you who can vouch for your work ability, experience, and character):

Name	Telephone	Business/Professional Address
_____	_____	_____
Name	Telephone	Business/Professional Address
_____	_____	_____
Name	Telephone	Business/Professional Address
_____	_____	_____

**Please note:** It is to be understood that we may contact your former and current employer and references to secure reports on your employment history and other relevant matters.

**EMPLOYMENT HISTORY:**

List all previous employers starting with your present or most recent position below (last 10 years is sufficient):

Employer's Name	_____		
Address	_____		
Supervisor's Name	_____	Telephone Number	_____
Position and Specific Duties	_____		
_____			
Dates of Employment	_____ to _____	Starting Rate of Pay \$	_____ Ending Rate \$ _____
Reason for Leaving	_____		

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**EMPLOYMENT HISTORY (CONTINUED):**

Employer's Name _____
Address _____
Supervisor's Name _____ Telephone Number _____
Position and Specific Duties _____
_____
Dates of Employment _____ to _____ Starting Rate of Pay \$ _____ Ending Rate \$ _____
Reason for Leaving _____
Employer's Name _____
Address _____
Supervisor's Name _____ Telephone Number _____
Position and Specific Duties _____
_____
Dates of Employment _____ to _____ Starting Rate of Pay \$ _____ Ending Rate \$ _____
Reason for Leaving _____

**CERTIFICATION:**

I understand and acknowledge that the City of Upper Arlington has a strong anti-drug policy including pre-employment drug screening. I hereby accept said policy as a term and condition of any employment with the City. I understand that the City conducts for-cause drug and alcohol testing based on a standard of reasonable suspicion with additional testing for positions that require a Commercial Driver's License. I further understand that a violation of said drug and alcohol policy, as contained in the City of Upper Arlington, Ohio Employee Handbook or collective bargaining agreement, if applicable, will be sufficient grounds for disciplinary action including termination of employment.

I understand that nothing contained in this application, or in the granting of an interview, creates an offer of employment. However, if I am offered employment, I understand that my employment may be subject to a job-related medical screening examination. I understand a continued background check for employment may be part of my probation period.

I certify that all of the information furnished in the employment application and its addenda (including continuation sheets, transcripts, certificates or any other material submitted to be considered for employment), are true and complete to the best of my knowledge. I understand that the City of Upper Arlington, Ohio may investigate the information I have furnished, and I authorized any person, firm, or organization to supply any information about me concerning any past employment, military duty, criminal charges or convictions, or personal information to the City of Upper Arlington, Ohio and I release any such person, firm, or organization from any responsibility in disclosing such information. I realize that any misrepresentation or false information included in the application materials or provided in the interview process can lead to the withdrawal of an offer of employment or to termination from employment with the City of Upper Arlington, Ohio.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**READ CAREFULLY BEFORE SIGNING:**

Reasonable accommodation in the application process will be provided to a person with a disability upon request.

At time of hire, employees must submit original documentation to prove identity and employment eligibility in compliance with the Immigration Reform and Control Act of 1986.

Applications, once submitted, become property of the City of Upper Arlington and are subject to all applicable public record laws.

**POLICY:**

The City of Upper Arlington will not automatically disqualify an applicant who indicated that he or she has been convicted of an offense listed in this application. However, the applicant may be required to provide additional information to determine whether the conviction is related to the job being offered. In considering this, the City will consider, among other things:

- The job and its responsibilities;
- The time, nature, and number of convictions;
- Each conviction's facts;
- Each conviction's job-relatedness;
- The length of time between a conviction and the employment decision;
- Employment history before and after the conviction;
- Rehabilitation efforts;
- Whether the particular conviction would prevent job performance in an acceptable businesslike manner;
- Age at the time of conviction; and
- The conviction's geographic location.
- The City will not consider convictions that have been annulled or expunged unless the conviction bears a direct and substantial relation to the position being sought.

**READ CAREFULLY BEFORE SIGNING:**

Applicant agrees that any claim or lawsuit relating to my service with the City of Upper Arlington must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. Applicant waives the statute of limitations to the contrary.

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**Applicant's Signature**

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**Date**

**THE CITY OF UPPER ARLINGTON IS AN EQUAL OPPORTUNITY EMPLOYER AND PERSONNEL ACTIONS WILL NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, RELIGION, NATIONAL OR ETHNIC ORIGIN, SEX, AGE, HANDICAP, VETERAN STATUS, OR SEXUAL ORIENTATION.**