

Employment Application



HUMAN RESOURCES DIVISION

CITY OF WOOSTER

538 N. Market St.

Wooster, OH 44691

e-mail: HR@woosteroh.com

Fax No. 330-263-5213

Equal Opportunity Employer

This application will not be considered for employment with the City, unless all information requested is completed on this form.

Resumes may be attached after the information is provided on this form.

Resumes are not a substitute for the completion of this form.

Please Print _____ Date of Application _____

Position(s) applied for: _____

Type of Position applied for: full-time part-time temporary seasonal

When are you available for work? From _____ To _____
Month/Day/Year Month/Day/Year

Name _____
Last Maiden First Middle

Home Address _____
Number Street City State Zip County

College Address _____
Number Street City State Zip County

Home Phone Number _____ Social Security Number _____

Cell Phone Number _____ Birthdate _____

e-mail Address _____

List all residences within the past ten years:

<u>To/From</u>	<u>Number/Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>County</u>

If applying for employment as a Police Officer or Fire Fighter
please complete: _____ Height _____ Weight

Have you been employed by the City of Wooster before? Yes No

Dates: From _____ to _____ Position _____

Have you ever been employed by another public agency? Yes No

Dates: From _____ to _____ Where _____

Do any of your friends or relations work here? Yes No

If yes, list names(s) _____

Do you possess a valid State of Ohio driver's license? Yes No _____ License No.

Do you possess a valid driver's license other than the state of Ohio? Yes No _____ License No.

Do you possess a valid commercial driver's license? Yes No _____ License No.

Have you ever been convicted of a crime, including misdemeanors and traffic violations? Yes No

If yes, describe in full _____

Employment Experience

List each job held. Start with your Present or Last job. Include military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex or origin).

Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Phone	Hrly. Rate/Salary	
		Starting Final	
Supervisor			
Reason for Leaving			
Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Phone	Hrly. Rate/Salary	
		Starting Final	
Supervisor			
Reason for Leaving			
Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Phone	Hrly. Rate/Salary	
		Starting Final	
Supervisor			
Reason for Leaving			
Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Phone	Hrly. Rate/Salary	
		Starting Final	
Supervisor			
Reason for Leaving			

May we contact your present employer? Yes No

If no, why? _____

List other skills and qualifications not noted that are pertinent to the position for which you have applied: _____

List other professional, trade, business or civic activities and offices held. (Exclude groups which indicate race, color, religion, sex or national origin.): _____

Are you on a lay-off subject to recall? Yes No

Skills and Qualifications

Carefully complete the following section of this application, placing a check next to any skill in which you have had training and/or experience.

Maintenance and Equipment

- (1) ___ manual labor
- (2) ___ custodian
- (3) ___ general maintenance
 - (a) ___ heating and ventilating
 - (b) ___ air conditioning
- (4) ___ bus driving
- (5) ___ buildings and groundskeeping
- (6) ___ carpentry
- (7) ___ masonry
- (8) ___ painting
- (9) ___ meter reading
- (10) ___ meter maintenance
- (11) ___ certified plant operator
 - (a) ___ water treatment
 - (b) ___ water pollution control
- (12) ___ electrician
- (13) ___ welding
- (14) ___ fabricator
- (15) ___ lathe operator
- (16) ___ mechanical ability
- (17) ___ mechanic
 - (a) ___ electrical pumps and motors
 - (b) ___ gasoline engines
 - (c) ___ diesel engines
 - (d) ___ equipment
 - (e) ___ preventative maintenance
- (18) ___ small equipment operator
 - (a) ___ chainsaw
 - (b) ___ mower
 - (c) ___ pick-up truck
 - (d) ___ dump truck
 - (e) ___ jackhammer
 - (f) ___ backhoe
 - (g) ___ other _____
- (19) ___ large equipment operator
 - (a) ___ roller
 - (b) ___ front end loader
 - (c) ___ black top paver
 - (d) ___ grader
 - (e) ___ bulldozer
 - (f) ___ other _____

Public Safety

- (20) ___ law enforcement
- (21) ___ EMT
- (22) ___ fire protection
- (23) ___ first aid (where) _____

Attach copy

Date Rec'd _____ Exp. Date _____
- (24) ___ CPR (where) _____

Attach copy

Date Rec'd _____ Exp. Date _____

MANAGEMENT

Describe related experience: _____

SUPERVISION

Describe related experience: _____

Technical and Clerical

- (25) ___ PBX
- (26) ___ receptionist
- (27) ___ mail sorting / posting machine
- (28) ___ typing w / p / m _____
- (29) ___ shorthand w / p / m _____
- (30) ___ filing
- (31) ___ record keeping
- (32) ___ cashier
- (33) ___ inventory control
- (34) ___ bookkeeping
- (35) ___ payroll
- (36) ___ keypunching
- (37) ___ office equipment
 - (a) ___ ten key calculator
 - (b) ___ copier
 - (c) ___ fax
 - (d) ___ dictaphone
 - (e) ___ offset printer
 - (f) ___ other _____
- (38) ___ radio operator
- (39) ___ telephone
- (40) ___ computer operator
- (41) ___ computer programmer
- (42) ___ accounting
- (43) ___ drafting
- (44) ___ field work (surveying)
- (45) ___ inspection
 - (a) ___ construction
 - (b) ___ building
 - (c) ___ heating
 - (d) ___ ventilating
 - (e) ___ electrical
 - (f) ___ plumbing
 - (g) ___ fire
- (46) ___ mathematical skills
- (47) ___ blueprint reading
- (48) ___ chemistry / lab work

Leisure Services

- (49) ___ child care
- (50) ___ life saving (where) _____

Attach copy

Date Rec'd _____ Exp. Date _____
- (51) ___ water safety instr. (where) _____

Attach copy

Date Rec'd _____ Exp. Date _____
- (52) ___ instructor _____ type
- (53) ___ coaching _____ type
- (54) ___ officiating _____ type
- (55) ___ activity organizer _____ type
- (56) ___ programming _____ type
- (57) ___ activity organizer _____ type
- (58) ___ programming (rec.) _____ type
- (59) ___ social services _____ type

MANAGEMENT

- (60) ___ 1 – 2 years experience
- (61) ___ 3 – 5 years experience
- (62) ___ 5 and over years experience

SUPERVISION

- (63) ___ 1 – 2 years experience
- (64) ___ 3 – 5 years experience
- (65) ___ 5 and over years experience

PLEASE ATTACH RESUME TO THIS PAGE.

I understand this application will remain on file for one year and will not be considered for a position unless I contact the Human Resources Division and request that it be considered for a currently advertised opening.

AGREEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interviews(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City.

Signature of Applicant _____

Date _____

For City Use Only

Comments: _____

For Human Resources Division Use Only

Remarks _____

Employed: Yes No

Date of Employment: _____

Job Title: _____

Hourly Rate/Salary: _____

Division: _____

Department: _____

Date

Name _____ Position Applied For _____ Date _____

Applicant Data Record



HUMAN RESOURCES DIVISION

City of Wooster

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Fax No.: 330-263-5213

Equal Opportunity Employer

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personal file. **Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

Please Print

Date _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program.

SUBMISSION OF THIS INFORMATION IS VOLUNTARY.

Name		
Address		
City	State	Zip
Social Security No.		

Current Job
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female Age:
Check one of the following (Ethnic Origin):
<input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander