



City of North Royalton Pre-Employment Application

You must complete this form to apply for employment. Answers must be complete and legible. Applications lacking sufficient information will not be processed.
The City of North Royalton is an Equal Opportunity Employer and provider of ADA services.

Applicant Information

Applicant's Name (Last, First, M.I.)	Position Applying For	
Street Address	How did you hear about this job?	
City	State	Zip
Phone Number	Alternate Phone Number	
E-mail Address	Do you need an aide, assistance or accommodation to complete this application? If yes, please ask to be referred to the City HR Office.	
Have you ever been a member of the Armed Services?	If yes, number of years served:	
Duty/Specialized Training	Branch	

- | | | |
|--|------------------------------|-----------------------------|
| 1. Have you ever been employed by the City of North Royalton before? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are any of your employment records under a different name? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Do you have the use of a motor vehicle, if the job requires it? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Are you willing and able to secure an Ohio Driver's License, if a license is required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Do you have a valid Commercial Driver's License? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Can you travel if the job requires it? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Have you ever been discharged or suspended by an employer or resigned in lieu of dismissal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Are you able to perform the essential functions of the position with or without accommodations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Can you perform the job-related requirements of the specific job for which you are applying? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Do you have supplemental employment that could be a potential conflict with the position you are applying for? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Are you related to anyone who currently works for the City of North Royalton? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered "Yes" to questions 1, 2, 7, 10, 11 or "No" to questions 8 or 9, please explain in full below, indicating by number the question to which you are responding:

Education and Training

School

Elementary			
High School Graduate/GED			
	College & Major	# Years Attended	Did you Graduate?
Associates Degree			<input type="checkbox"/> Yes <input type="checkbox"/> No
Bachelor's Degree			<input type="checkbox"/> Yes <input type="checkbox"/> No
Master's Degree			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No

Occupational Licenses, Registration, Certificates (attach copies)

License/Certificates Issued By	Field/Trade/Specialization	License/Certification No.	Issue Date	Expiration Date

Employment History

Please list below all work-related experience, starting with the most recent employment and working backwards. Provide a detailed description of regularly assigned ongoing duties for each job. Additional sheets may be attached if necessary. Please attach a current resume (if available) to this application.

Employer	Job Title	Dates of Employment (Month & Year)	
		From:	To:
Business Address			
Supervisor Name and Title		Starting/Ending Salary	Telephone No.
Description of job duties and give approximate percentage of major duties		Reason for leaving	

Employer	Job Title	Dates of Employment (Month & Year)	
		From:	To:
Business Address			
Supervisor Name and Title		Starting/Ending Salary	Telephone No.
Description of job duties and give approximate percentage of major duties		Reason for leaving	

Employer	Job Title	Dates of Employment (Month & Year)	
		From:	To:
Business Address			
Supervisor Name and Title		Starting/Ending Salary	Telephone No.
Description of job duties and give approximate percentage of major duties		Reason for leaving	

List any other courses, classes, trainings, or volunteer work that would enable you to perform the position for which you are applying.

Special Skills: List specialized training, office machines you can operate, typing speed, languages you speak fluently, etc. and any other skills which add to your qualifications.

Do you have computer skills? Please list software programs you have used:

Do we have permission to contact your present employer? Yes No

Do we have permission to contact your previous employer? Yes No

Date available for employment:

References

List three PROFESSIONAL references, other than relatives, who may be contacted.

Name and Address	Telephone Number	Occupation
Name and Address	Telephone Number	Occupation
Name and Address	Telephone Number	Occupation



The City of North Royalton will not discriminate against any individual or group because of race, sex, sexual orientation, religion, age, height, weight, genetic information, national origin, color, marital status, political beliefs or disability. Applicants with a disability who may need an accommodation to complete the pre-employment application or participate in the interview process should make such a request to the City of North Royalton Human Resource Department.

Visit our website at www.northroyalton.org

Applicant Certification

I certify that all information above is true and complete and I agree and understand that any falsification of material facts will result in forfeiting any rights to consideration for employment with the City of North Royalton. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that if accepted by the City of North Royalton, my employment is voluntarily entered into and I am free to resign at any time. Similarly, the City of North Royalton is free to conclude my employment at any time. I further recognize that this application is not a contract and cannot create a contract, and that if hired I will be an employee at will, subject to discharge without cause unless otherwise specified by law.

Applicant Signature

Date



**CITY OF NORTH ROYALTON
EQUAL EMPLOYMENT OPPORTUNITY**

Responses to the questions below are OPTIONAL. These questions are included to assist our equal employment opportunity efforts. Providing this information is VOLUNTARY and will in no way affect the processing of your application or your being considered for employment. Human Resources will process your responses to these confidential questions separately. Responses will be used for statistical purposes only.

Position Applied For: _____ Date: _____

Sex:

Male Female

Age group:

- Under 18
 18-25
 26-39
 40-54
 55-69
 70+

Race/Ethnicity:

- White:** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black or African American:** All persons having origins in any of the Black racial groups of Africa.
- Hispanic or Latino:** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.
- Asian:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent (for example, China, India, Japan and Korea).
- Native Hawaiian or Pacific Islander:** All persons having origins in any of the original peoples of the Hawaiian Islands and Pacific Islands (for example, Hawaii, Philippine Islands and Samoa).
- American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- Other:** Please self- define. _____

Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities?

Yes No

Are you a veteran?

Yes No

If you answered "Yes" to the previous question, please indicate if one or more of the following apply.

- Military Status:** The performance of duty in a uniformed service, to include active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty.
- Disabled Veteran:** A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
- Desert Storm/Shield Veteran:** A person whose active duty was performed after August 2, 1990, in the Persian Gulf Conflict.
- Vietnam Area Veteran:** A person served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975.