

## CITY OF AVON LAKE APPLICATION FOR SEASONAL EMPLOYMENT

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Director.

Position Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street City State Zip Code

Email Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Best time to call you at home \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, position held \_\_\_\_\_

Date available to work \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Who can we contact in case of emergency? \_\_\_\_\_ Phone# \_\_\_\_\_

### EDUCATIONAL BACKGROUND

List last three (3) schools attended, starting with most recent. List number of years completed. Indicate degree or diploma earned, if any.

School	Years Completed	Degree/Diploma

### EXPERIENCE

List any previous employers, the positions you held and the dates you were employed.

Employer	Position Held	Dates You Were Employed

## REFERENCES

List names and telephone numbers or email addresses of three business/work references who are *not* related to you. If not applicable, list three schools or personal references who are *not* related to you.

Name	Telephone/Email	Number of Years Known

## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for the secure work with the City of Avon Lake is true, correct and complete.

I understand that any information provided by me that is found to be false or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the City of Avon Lake's service, whenever it is discovered.

I expressly authorize, without reservation, the City of Avon Lake, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

I understand that this application remains current for 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the express language are valid unless they are in writing and signed by the Mayor of the City of Avon Lake.

Also, I understand I will be required to provide proof of identity and legal authority to work in the United States and the State of Ohio and that federal immigration laws require me to complete an I-9 Form in this regard.

### **DO NOT SIGN UNTIL YOU HAVE READ AND APPLICANT STATEMENT ABOVE.**

I certify that I have read, fully understand and accept all terms of the Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_