



# EMPLOYMENT APPLICATION

**City of Mentor-on-the-Lake**  
 5860 Andrews Road  
 Mentor-on-the-Lake, OH 44060  
 (440) 257-7216  
 www.citymol.org

As an equal opportunity employer, the City of Mentor-on-the-Lake recruits and selects individuals for employment without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

**PLEASE PRINT**

<b>Position(s) applied for:</b>		<b>Date of Application:</b>	
<b>Last Name:</b>		<b>First Name:</b>	
		<b>Middle Initial:</b>	
<b>Address:</b>		<b>City:</b>	
		<b>State:</b>	
		<b>Zip:</b>	
<b>Telephone Number(s):</b>		<b>Email:</b>	
<b>If necessary, best time to call you at home is:</b>		_____	
<b>Have you ever filed an application with us before?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Have you ever been employed with us before?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Do you have any friends or relatives that are employed here?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you currently employed?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>    If yes, may we contact your present employer?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Date available for work?</b>		____/____/____	
<b>Are you on a lay-off and subject to recall?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Type of employment desired?</b>		<input type="checkbox"/> <b>Full-time</b> (Please indicate 1 2 3 shift)	
		<input type="checkbox"/> <b>Part-time</b> (Please indicate Mornings Afternoon Evenings)	
		<input type="checkbox"/> <b>Temporary</b> (Please indicate dates available _____)	
<b>Desired salary range</b>		_____	
<b>If you are under 18 years of age, can you provide required proof of your eligibility to work?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you legally eligible for employment in this country?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Proof of U.S. citizenship or immigration status will be required upon employment</i>			
<b>Do you have a valid Driver's License?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>    Type of License</b>		<input type="checkbox"/> Regular <input type="checkbox"/> Commercial (CDL)	

## EDUCATION

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Please indicate highest completed in each category:

**High School**

Diploma or GED?

Yes  No

**College**

1  2  3  4

**Graduate School**

1  2  3  4

College(s) Name & Address	Degree Earned	GPA

Business/Technical School(s) Name & Address	License/Certificate

## QUALIFICATIONS AND SKILLS

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**Summarize special job-related skills and qualifications acquired from employment or other experience.**

**List any Computer Software, Special machines or Equipment you are skilled in operating**

**State any additional information you feel may be helpful to us in considering your application**

## **EMPLOYMENT EXPERIENCE**

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Start with your present or last job. Account for all periods including unemployment and service in the armed forces. **Do not substitute a resume for this section.** You may exclude organizations which indicate race, religion, gender, national origin or other protected status.

<b>Employer:</b>	<b>Job Title:</b>
<b>Address:</b>	<b>Supervisor:</b>
<b>Phone:</b>	<b>Final Salary:</b>
<b>Reason for Leaving:</b>	<b>Dates of Employment:</b>
<b>Major Duties:</b>	

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<b>Address:</b>	<b>Supervisor:</b>
<b>Phone:</b>	<b>Final Salary:</b>
<b>Reason for Leaving:</b>	<b>Dates of Employment:</b>
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<b>Reason for Leaving:</b>	<b>Dates of Employment:</b>
<b>Major Duties:</b>	

## REFERENCES

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List three professional/work references from positions held within the last ten years.

<b>Name:</b>	<b>Title/Position:</b>
<b>Address:</b>	<b>Affiliation (Work Relationship):</b>
<b>Phone:</b>	<b>Number of Years Known:</b>
<b>Email:</b>	<b>May We Contact?</b>

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<b>Address:</b>	<b>Affiliation (Work Relationship):</b>
<b>Phone:</b>	<b>Number of Years Known:</b>
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<b>Email:</b>	<b>May We Contact?</b>

## APPLICANT'S STATEMENT

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**The following statement is a part of the application. Read carefully before signing.**

I certify that my responses on this application are true and complete. I understand and agree that any material omission, misrepresentation or falsification of this information is sufficient cause for rejection of my application or termination of my employment.

I hereby authorize the City of Mentor-on-the-Lake to obtain background information about me including but not limited to verification of education, verification of past and present employers and review of criminal convictions.

I also understand and acknowledge that, if hired, my employment is to be "at will" and that the employee or the employer, may terminate my employment at any time, with or without cause. It is further understood that this "at will" employment relationship may be changed by any written document or by conduct unless change is specifically acknowledged in writing by an authorized employee of the City of Mentor-on-the-Lake.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date