



Application For Employment

CLEVELAND UMADAOP DOES NOT DISCRIMINATE IN EMPLOYMENT BECAUSE OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, SERVICE IN THE ARMED FORCES OF THE UNITED STATES OR ANY OTHER PROTECTED STATUS UNDER LOCAL, STATE AND FEDERAL LAW.

Position Applying For *

Social Security #

Desired Salary *

Full Legal Name *

Mobile Phone

First Name Last Name

Area Code Phone Number

Address *

Home Phone

Street Address

Area Code Phone Number

Street Address Line 2

City State

If you are under the age of 18, proof of age is required prior to starting employment. Items that can be used as proof of age include a birth certificate, passport, driver's license, school work permit, or state ID card. Please provide a copy of your proof of age to the Human Resource Manager at the time of hire if you are under the age of 18.

Zip Code

E-mail *

Are you over the age of 18 years old? *

Yes

No

example@example.com

Education

Highest school grade completed:

1 2 3 4 5 6 7 8 9 10 11 12

Do you have a high school equivalency diploma:

Yes

No

Number of years of post High school education:

1

2

3

4

Name and Location of Education/Trade Institution:

1. Name of School

City, State

Diploma or Degree received

Course of Study

Dates attended

2. Name of School

City, State

Diploma or Degree received

Course of Study

Dates attended

3. Name of School

City, State

Diploma or Degree received

Course of Study

Dates attended

If you plan to complete or currently enrolled in an educational program , then indicate the degree or program to be completed and completion date.

Work Experience

Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.

Employer #1

1. Job Title

Employer Name

Employer Address

Employer Phone Number

Street Address

Area Code Phone Number

Street Address Line 2

Manager-Supervisor

City

State

Zip Code

Reason for leaving

Job Duties

Final Salary

Employer #2

2. Job Title

Employer Name

Employer Address

Employer Phone Number

Street Address

Area Code Phone Number

Street Address Line 2

Manager-Supervisor

City

State

Zip Code

Reason for leaving

Job Duties

Final Salary

Employer #3

3. Job Title

Employer Name

Employer Address

Street Address

Street Address Line 2

City

State

Zip Code

Manager-Supervisor

Employer Phone Number

Area Code Phone Number

Reason for leaving

Job Duties

Final Salary

Employer #4

4. Job Title

Employer Name

Employer Address

Street Address

Street Address Line 2

City

State

Zip Code

Employer Phone Number

Area Code Phone Number

Manager-Supervisor

Reason for leaving

Job Duties

Final Salary

Job Skills: Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills.

Licenses Held: (including drivers) or certifications to practice a trade or profession.

1. License Type:

License Number:

Granted by (licensing board):

2. License Type:

License Number:

Granted by (licensing board):

3. License Type:

License Number:

Granted by (licensing board):

4. License Type:

License Number:

Granted by (licensing board):

PERSONAL REFERENCES

List the full name, address, phone number and relationships of up to three persons that you'd like to use as a reference:.

Full Name

First Name Last Name

Address

Street Address

Street Address Line 2

City State

Zip Code

Phone Number

Area Code Phone Number

Relationship

Full Name

First Name Last Name

Address *

Street Address

Street Address Line 2

City State

Zip Code

Phone Number *

Area Code Phone Number

Relationship

Full Name *

First Name Last Name

Address

Phone Number

Street Address

Area Code Phone Number

Street Address Line 2

Relationship

City State

Zip Code

Miscellaneous Information

Which shifts are you willing to accept:

Day Evening Night Rotating Weekends

Which job status are you willing to accept:

Full-time Part-time

Are you willing to travel:

Yes No

Please indicate your geographic preference:

Are you willing to travel:

Yes No

Compliance

Click to Please note that under the Immigration Reform and Control Act of 1986, that you may be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. You may also be will be required to provide documentation that you should you be employed.

Compliance with the Immigration Reform and Control Act requires that you are you legally eligible for employment in the United States?

Yes

No

Veteran Status

1. Provided more than 180 consecutive days of full time active duty in the armed forces of the United States or reserve components, including more than the National Guard?, or 2. Have a military service disability rating fixed by the United States Veterans Affairs?

Yes

No

If yes, did you serve during the Vietnam Conflict (2/28/1961 - 3/7/1975)?

Yes

No

Background

Prior Convictions:

I do hereby certify that I have never been convicted of any criminal offense anywhere in the United States, except for the following:

Have you ever been convicted of any violation of law, including moving traffic violations:

Yes

No

If yes, then please provide the following:

Describe the Offense:

Statute / Ordinance (if known)

Date of Charge:

Date of Conviction:

City, State

Disposition

Work Start Date:

When will you be available to start work? If you are available as soon as you given two weeks notice, then no dates are necessary



Month Day Year

In 25 words or more, explain why you want to be employed by Cleveland UMADAOP.

Job Application Certification

PLEASE READ AND SIGN BELOW

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact references and educational institutions listed on this application.

Date:



Month Day Year