

APPLICATION FOR TEMPORARY AND SEASONAL EMPLOYMENT
CITY OF LIMA 50 Town Square, Lima, OH 45801
AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

Last Name: _____ First Name: _____ MI: _____

Home Address: _____

Number Street City State Zip

School Address: _____

Number Street City State Zip

Home Telephone: _____ School Telephone: _____ Application Date: _____

Social Security Number: _____.

Position Applying For: Technical Clerical Maintenance Recreation Ball Diamond Crew

(Check all that apply)

Department Applying For: Engineering Streets Playgrounds Swimming Pool

(Check all that Apply) Parks Playgrounds Utilities

What hours are you available to work? Full Time Part Time

HOURS:

Mon. _____ Tues. _____ Weds. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. _____

What date are you available to begin working? ____/____/____.

If you are under age 18, are you able to furnish a work permit? Yes No

Do you have a legal right to work in the United States? Yes No

Have you previously been employed by the City of Lima? Yes No

If yes, specify date (s): ____/____/____

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

EDUCATION	HIGH SCHOOL	COLLEGE	GRADUATE
Name of School			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Course of Study			
Describe Specialized Training, Skills, and Extracurricular Activities			

EMPLOYMENT HISTORY:

List all employments for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

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For Clerical Applicants Only:

Do you type? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, WPM:
Computer Skills (Hardware/Software)

SUMMARIZE SPECIALIZED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR EXPERIENCE:

CERTIFICATION AND AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by the City of Lima, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the City of Lima to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the City of Lima and will hold the City of Lima and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the City of Lima is intended to create an employment contract between myself and the City of Lima under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by the City of Lima or me at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents, which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature _____

Date _____

VOLUNTARY AFFIRMATIVE ACTION DATA

NOTE: COMPLETION OF THIS FORM BY APPLICANT IS STRICTLY VOLUNTARY AND WILL BE FILED SEPARATELY FROM APPLICATION.

We consider all applicants without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws, governing employment practices and do not discriminate on the basis of any unlawful criteria.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations that may apply, we request you complete the applicant data survey. Failure to provide information will not subject you to any adverse personnel decision or action.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any employment decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

APPLICANT INFORMATION

Name: _____ <i>LAST FIRST MIDDLE</i>	Phone ()
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Position applied for:	Date:
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Gender: Male Female	Birthdate:	SS#:
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Referral Source:

<input type="checkbox"/> Relative <input type="checkbox"/> School <input type="checkbox"/> Current Employee <input type="checkbox"/> Previous Employee	<input type="checkbox"/> Private Employment Agency <input type="checkbox"/> Government Employment Agency <input type="checkbox"/> Advertisement – <i>located in</i> _____	<input type="checkbox"/> Walk-in <input type="checkbox"/> Other: _____ <input type="checkbox"/> Person who referred you, if applicable: _____
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Please select one of the following Equal Employment Opportunity Identification Groups:

<input type="checkbox"/> American Indian <i>(Print name of enrolled or principal tribe):</i> _____ <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Eskimo <input type="checkbox"/> Aleut <input type="checkbox"/> Multi-racial <i>(indicate one preference for Affirmative Action purposes)</i>	Asian or Pacific Islander (API) <input type="checkbox"/> Asian Indian <input type="checkbox"/> Filipino <input type="checkbox"/> Korean <input type="checkbox"/> Hawaiian <input type="checkbox"/> Guamanian <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Samoan <input type="checkbox"/> Other: _____	Are you or are you not of Spanish/ Hispanic origin? <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, other Spanish/Hispanic <input type="checkbox"/> Yes, Mexican, Mexican-American, Chicano <input type="checkbox"/> Not Spanish/Hispanic
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Do you have a physical, sensory, or mental impairment that substantially limits one or more life activities (i.e., walking, seeing, hearing, learning and/or breathing)? **Yes** **No**

Veteran Status:

<input type="checkbox"/> Disabled Veteran	<i>Definition: A person entitled to disability compensation under laws administered by the US Department of Veterans Affairs for disability rated at 30% or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.</i>
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<input type="checkbox"/> Vietnam Era Veteran	<i>Definition: A person who served on active duty for a period of more than 180 days, any part of which occurred⁽¹⁾ between February 28, 1961 and May 7, 1975, in the case of a veteran who served in the Republic of Vietnam, and⁽²⁾ between August 5, 1964 and May 7, 1975, in all other cases AND was discharged or released from duty with other than a dishonorable discharge.</i>
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FOR ADMINISTRATIVE USE:	
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Position(s) applied for:		Current Vacancy: Yes No
Hired: Yes No		Hire Date:
Position hired for: (check one) <input type="checkbox"/> Playground Leader I (1) <input type="checkbox"/> Playground Leader II (2) <input type="checkbox"/> Publicity Specialist (3) <input type="checkbox"/> Special Events Specialist (4)	<input type="checkbox"/> Athletics Specialist (5) <input type="checkbox"/> Tennis Instructor (6) <input type="checkbox"/> Pool Manager (7) <input type="checkbox"/> Asst. Pool Manager (8) <input type="checkbox"/> Pool Admissions Clerk (9) <input type="checkbox"/> Lifeguard (10)	<input type="checkbox"/> Streets Maintenance (11) <input type="checkbox"/> Utilities Maintenance (12) <input type="checkbox"/> Parks Maintenance (13) <input type="checkbox"/> Engineering (14) <input type="checkbox"/> Clerical (15)
Completed by:		Date: