



Employment Application

An Equal Opportunity Employer

Personal Information

Save a copy to your computer before emailing

Last Name	First Name	M.I.
Street Address		Apartment/Unit #
City	State	Zip
Home Phone		Cell Phone
Email Address		Valid Driver License Number
Do you have a valid Commercial Driver's License? ☐ Yes ☐ No Expiration Date:		
CDL Endorsements: ☐ Air Brakes ☐ Combination (A) ☐ Hazardous Material ☐ Tankers ☐ Passengers		
Are you legally eligible to be employed in the U.S.? ☐ Yes ☐ No		Are you under the age of 18? ☐ Yes ☐ No
Have you ever been a member of the Armed Services? ☐ Yes ☐ No If yes, number of years served:		
Branch:		Duty/Specialized Training:
Have you ever worked for the City of Westlake? ☐ Yes ☐ No If yes, when?		
Do you have any relatives/friends who work for the City of Westlake? ☐ Yes ☐ No		If yes, name and relationship:
Are you currently employed? ☐ Yes ☐ No If yes, may we contact your employer? ☐ Yes ☐ No		

Position Interest

Position Applying for	☐ Full Time ☐ Part Time ☐ Seasonal Date Available
Salary Desired	If necessary for the position, are you able to work overtime and/or varied shifts? ☐ Yes ☐ No
State why you believe you are qualified for this position	
What prompted you to seek employment with the City of Westlake?	
Are you able to perform the essential functions of the position with or without accommodations? ☐ With ☐ Without	
Please list the business equipment you can operate related to the type of employment you are seeking	
For Office Use Only Forward to:	

Employment History (begin with the most recent)

Employer Name & Address	Position	Start / End Dates	Salary	Reason for Leaving
		From		
		To		
		From		
		To		
		From		
		To		
		From		
		To		

Education Information

	Name & Address	Years Attended	Subjects Studied/Degree	Did you graduate?
Elementary School				☐ Yes ☐ No
High School				☐ Yes ☐ No
College/University				☐ Yes ☐ No
Trades/Business/ Correspondence				☐ Yes ☐ No

Please describe any distinctive courses, seminars and/or training that you have completed that would enable you to perform the position for which you are applying

Please list academic honors, extracurricular activities, offices held, etc. in high school or college

Professional References Please list three references who are not relatives or employees

Full Name	Phone
Address	Occupation
Full Name	Phone
Address	Occupation
Full Name	Phone
Address	Occupation

I authorize investigation of all statements contained in this application. I understand that any misrepresentation, or omission of facts called for, is reason for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Applicant's Signature

Date