



EMPLOYMENT APPLICATION

**UNIVERSITY CIRCLE POLICE DEPARTMENT
12100 EUCLID AVENUE
CLEVELAND, OHIO 44106
(216) 791-2444**



TO THE APPLICANT: Answers must be typed or printed clearly in black or blue ink. Each answer must be answered when applicable. If not, indicate N/A (not applicable).

APPLICANT INFORMATION

NAME _____ **DATE** _____

ADDRESS _____ **APT #** _____

CITY _____ **STATE** _____ **ZIP** _____

HOME PHONE _____ **CELL PHONE** _____

SOC SEC # _____ **DOB** _____ **DRIVER'S LIC #** _____ **STATE** _____

EMAIL ADDRESS _____

ARE YOU A CITIZEN OF THE UNITED STATES? _____

IF NOT A CITIZEN, ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? _____

DO YOU CURRENTLY HAVE DRIVING PRIVILEGES IN OHIO? _____

HAVE YOUR DRIVING PRIVILEGES EVER BEEN SUSPENDED? _____

HAVE YOU EVER WORKED FOR UNIVERSITY CIRCLE INCORPORATED? _____

DO YOU CURRENTLY HAVE ANY RELATIVES THAT WORK FOR UNIVERSITY CIRCLE INCORPORATED? _____

HAVE YOU EVER BEEN BONDED? _____

HAVE YOU EVER BEEN REFUSED A BOND? _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____

IF YES, EXPLAIN _____

HOW DID YOU LEARN OF THIS OPENING? _____

POSITION APPLYING FOR _____ **DATE AVAILABLE TO START** _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	DEGREE OR MAJOR
HIGH SCHOOL				
COLLEGE				
BUSINESS/TRADE				

MILITARY SERVICE

BRANCH _____ FROM _____ TO _____

RANK AT DISCHARGE _____ TYPE OF DISCHARGE _____

IF DISCHARGE WAS OTHER THAN HONORABLE, EXPLAIN _____

SPECIALTIES OR DUTIES _____

YOU EVER APPLIED FOR A POSITION WITH ANY GOVERNMENT AGENCY, POLICE OR FIRE DEPARTMENT?

DEPARTMENT	POSITION APPLIED FOR	HIRED: YES/NO/PENDING

WORK HISTORY

LIST PREVIOUS EMPLOYERS STARTING WITH CURRENT OR MOST RECENT EMPLOYER FIRST

COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ SUPERVISOR'S NAME _____

JOB TITLE _____ START SALARY _____ END SALARY _____

FROM _____ TO _____ REASON FOR LEAVING _____

RESPONSIBILITIES _____

COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ SUPERVISOR'S NAME _____

JOB TITLE _____ START SALARY _____ END SALARY _____

FROM _____ TO _____ REASON FOR LEAVING _____

RESPONSIBILITIES _____

COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ SUPERVISOR'S NAME _____

JOB TITLE _____ START SALARY _____ END SALARY _____

FROM _____ TO _____ REASON FOR LEAVING _____

RESPONSIBILITIES _____

COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ SUPERVISOR'S NAME _____

JOB TITLE _____ START SALARY _____ END SALARY _____

FROM _____ TO _____ REASON FOR LEAVING _____

RESPONSIBILITIES _____

PLEASE ATTACH ADDITIONAL SHEETS IF RELEVANT WORK HISTORY EXCEEDS THE SPACES ALLOTTED.

REFERENCES

LIST THREE REFERENCES WHO ARE NOT RELATED TO YOU OR FORMER EMPLOYERS

NAME _____ **OCCUPATION** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

PHONE _____ **YEARS KNOWN** _____ **HOW ACQUAINTED** _____

NAME _____ **OCCUPATION** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

PHONE _____ **YEARS KNOWN** _____ **HOW ACQUAINTED** _____

NAME _____ **OCCUPATION** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

PHONE _____ **YEARS KNOWN** _____ **HOW ACQUAINTED** _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

I understand that nothing in this application creates an employment promise or contract between me and University Circle Inc. (UCI). If I am hired by UCI, my employment and compensation will be "at will," which means that my employment can be terminated by UCI or by me, with or without cause, with or without notice. Any exception to this rule must be in writing and signed by an officer of UCI to be valid.

UCI may make a thorough background investigation of my work and personal history and may verify all information I give in my application, related paperwork, or interviews. I hereby authorize UCI to investigate my records, including references, medical, school, credit, employment, criminal and court records, and waive my claims against those giving information to UCI that is true or given in good faith.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in the termination of my employment. I also understand that I am required to follow all rules and regulations of UCI during my employment, or I may be disciplined up to and including discharge.

SIGNATURE _____ **DATE** _____

NON-DISCRIMINATION STATEMENT

IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE AND LOCAL LAW, THE UNIVERSITY CIRCLE POLICE DEPARTMENT PROVIDES EQUAL OPPORTUNITIES FOR APPLICANTS AND EMPLOYEES, REGARDLESS OF RACE, GENDER EXPRESSION, AGE, PREGNANCY, RELIGION, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL HANDICAP, GENETIC INFORMATION, VETERAN STATUS, MARITAL STATUS, SEX OR ANY OTHER PROTECTED CLASS OR STATUS. THE DEPARTMENT DOES NOT SHOW PARTIALITY OR GRANT ANY SPECIAL STATUS TO ANY APPLICANT, EMPLOYEE OR GROUP OF EMPLOYEES UNLESS OTHERWISE REQUIRED BY LAW.

THE DEPARTMENT WILL RECRUIT AND HIRE ONLY THOSE INDIVIDUALS WHO DEMONSTRATE A COMMITMENT TO SERVICE AND WHO POSSESS THE TRAITS AND CHARACTERISTICS THAT REFLECT PERSONAL INTEGRITY AND HIGH ETHICAL STANDARDS.