

# Employment Application

Please print in ink or type all information required and attach a resume, if available.

## PERSONAL

Name James Gallagher Date \_\_\_\_\_  
 Present Address [REDACTED] Social Security No. [REDACTED]  
 City Lakewood State OH Telephone No. [REDACTED]  
 Zip 44107

Are you legally eligible for employment in the U.S.A.? Yes  
 Person to notify in an emergency [REDACTED] Phone [REDACTED]  
 Position(s) applied for \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per year.

Would you work Full-Time Yes Part-Time \_\_\_\_\_ Specify days and hours of part-time \_\_\_\_\_

Were you previously employed by us? No If yes, when? \_\_\_\_\_

List any friends or relatives working for us. \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_ 19 \_\_\_\_\_

Are there any experiences, skills or qualifications which you feel would especially fit you for work with our organization? \_\_\_\_\_

Computer entry, understanding needs regarding a legal description etc.

## RECORD OF EDUCATION

Circle Highest Year Completed: 1 2 3 4 5 6 7 8 9 10 11 (12)

Did you graduate? Yes  No  If "No", received GED? Yes  No

College or University Name & Address	Dates Attended		Major	Credit Hours Earned	Graduation Date	Degree or Certificate Awarded
	From Mo/Yr	To Mo/Yr				

## SPECIALIZED TRAINING AND OTHER QUALIFICATIONS

Applying for a clerical position: TYPING SPEED: \_\_\_\_\_ WORD PROCESSING/COMPUTER SKILLS \_\_\_\_\_

If you have received TRAINING in any area which you feel is relevant to the position(s) for which you are applying, please submit the following information (do not include training gained as a part of your education as described above).

Type of Training	Organization	Length of Training	Subject(s) Covered
<u>Computers</u>	<u>Records Office</u>		

## MILITARY SERVICE RECORD

Were you in US Armed Forces? Yes [ ] No [ ] If yes, what Branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at discharge \_\_\_\_\_  
Month Day Year Month Day Year

List duties in the service including special training \_\_\_\_\_

Have you ever been convicted of a felony as an adult? Yes [ ] No [ ]

PLEASE NOTE: Prior conviction for a misdemeanor or felony by itself will not preclude you from employment with the County Auditor's Office.

### MISCELLANEOUS

Please list if you have ever been employed by Cuyahoga County, the State of Ohio or any of its Political Subdivisions.

Agency	From Month/Day/Year	To Month/Day/Year

Please provide verification of the above employment and accrued Sick Leave balance to the Personnel Office if hired.

### REFERENCES (Do Not List Relatives)

Name	Address	Telephone	Position

**CERTIFICATE OF APPLICANT:** I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

*[Handwritten Signature]*  
SIGNATURE OF APPLICANT

Subscribed and duly sworn before me according to law, by the above named applicant this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ at \_\_\_\_\_ County of Cuyahoga and State of Ohio.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Official Title

**SECTION II — EXPERIENCE**

In the area below, please type or print legibly past work experience beginning with the most recent employment. If the title and duties changed materially in the course of your service in any one organization, indicate such changes clearly and as separate employments. Attach extra sheets, if necessary. Volunteer work may also be included as employment. NOTE: a resume may be added.

**PRESENT OR MOST RECENT JOB:**

Employer's Name and Address Cuyahoga County Recorders Office - Cleveland  
Length of employment FROM: mo Jan yr. 1997 TO: mo. 5 yr. 98  
Reason for leaving Better Position  
Position (job title and classification) Deputy Recorder Salary: beginning \$28,000 ending \$32,400  
Duties performed Processing of Needs

**NEXT MOST RECENT JOB:**

Employer's Name and Address United Brotherhood of Carpenters #1871  
Length of employment FROM: mo 6 yr. 76 TO: mo \_\_\_\_\_ yr. \_\_\_\_\_  
Reason for leaving Better Position  
Position (job title and classification) Millwright Salary: beginning 16.80<sup>hour</sup> ending 21.60<sup>8</sup>  
Duties performed Setting machinery, building of bridges etc

Employer's Name and Address \_\_\_\_\_  
Length of employment FROM: mo \_\_\_\_\_ yr. \_\_\_\_\_ TO: mo. \_\_\_\_\_ yr. \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Position (job title and classification) \_\_\_\_\_ Salary: beginning \_\_\_\_\_ ending \_\_\_\_\_  
Duties performed \_\_\_\_\_

Employer's Name and Address \_\_\_\_\_  
Length of employment FROM: mo. \_\_\_\_\_ yr. \_\_\_\_\_ TO: mo. \_\_\_\_\_ yr. \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Position (job title and classification) \_\_\_\_\_ Salary: beginning \_\_\_\_\_ ending \_\_\_\_\_  
Duties performed \_\_\_\_\_

Employer's Name and Address \_\_\_\_\_  
Length of employment FROM: mo. \_\_\_\_\_ yr. \_\_\_\_\_ TO: mo. \_\_\_\_\_ yr. \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Position (job title and classification) \_\_\_\_\_ Salary: beginning \_\_\_\_\_ ending \_\_\_\_\_  
Duties performed \_\_\_\_\_

EXHIBIT

E

May 28, 1998

Mr. Patrick J. O'Malley  
Cuyahoga County Recorder  
1219 Ontario Street  
Cleveland, OH 44113

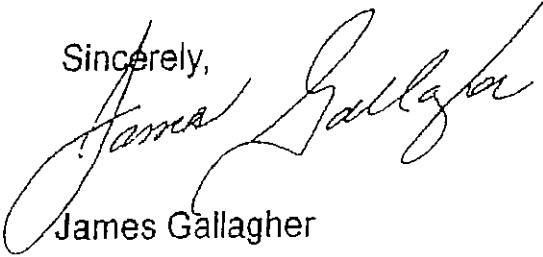
Dear Mr. O'Malley:

As of the close of business today, May 28, 1998, I hereby resign my service as an employee of the Cuyahoga County Recorder's Office.

I have tried to set an appointment to talk to you personally, but being unable to schedule such a meeting, I was told by Roy Jech that a two-week notice of my resignation would be unnecessary.

I have enjoyed working in the County Recorder's office. Thank you very much.

Sincerely,



James Gallagher



# Cuyahoga County Auditor's Office

From: Daniel W. Weaver

To: \_\_\_\_\_ *DW*

Date: \_\_\_\_\_

- For your information
- For your attention, please
- Please reply
- Please note and return
- For your comment or recommendation, please
- No need to return or acknowledge
- Please file
- As you requested
- Of possible interest

COMMENT OR REPLY

*James  
Collins  
+2500  
Effective  
11/6/00*

RECEIVED

NOV 08 2000

*OVER*

✓ 700

1598.46 bw

41,559.96 year

22.8351 (70) Ranty

EX-100

6

CUYAHOGA COUNTY AUDITOR

per order FR

Effective Monday August 26, 2002

Re: JAMES GALLAGHER

RATE Change to \$1822.74 biweekly  
=\$47,391.24/yr = \$26.0391/hr.



JOEL F. SACCO  
PERSONNEL DIRECTOR

EXHIBIT H

**FROM THE DESK OF  
Joel Sacco**

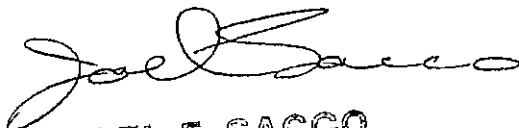
Per Order FR

Effective: Monday, February 23, 2004

Re: James Gallagher

Rate Change to \$49,776.06/yr. = \$1,914.46

biweekly = \$27.35/hr.



**JOEL F. SACCO  
PERSONNEL DIRECTOR**



FROM THE DESK OF  
Joel Sacco

Per Order FR

Effective: Monday February 7, 2005

Re: James Gallagher

Rate Change to \$1952.93 biweekly =  
\$50,776.18/yr. = \$27.899/hr.



**JOEL F. SACCO**  
PERSONNEL DIRECTOR

# Employee Appraisal

EX-1000 J

Employee JAMES GALLAGHER

Employee # \_\_\_\_\_

Department REAL ESTATE SERVICES

Job Classification \_\_\_\_\_ Present Rate \_\_\_\_\_ Grade \_\_\_\_\_

Date of Review 12-15-99  Six Month Review  Annual Review  Other \_\_\_\_\_

## Performance Appraisal Ratings

1. **Quality of Work** Consider the quality of work produced and the promptness with which it is completed.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments: JIM IS VERY GOOD WITH THE PUBLIC, ESPECIALLY OUR SENIORS!

HE WILL GO OUT OF HIS WAY TO HELP MAKE OUR CUSTOMERS VISIT A PLEASANT AND PRODUCTIVE ONE.

2. **Productivity** Consider the ability to produce quantity of accepted work which meets company standards.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments: HE HAS A GOOD ATTITUDE ABOUT SERVING THE PUBLIC

AND ALWAYS VOLUNTEERS TO HELP ME WITH RESEARCH BY OBTAINING COPIES OF DEED MAPS, ETC THAT I REQUIRE DAILY.

3. **Knowledge of Job** Consider the knowledge of present job, of other work closely related to it and of the equipment necessary to perform job functions.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments: JIM IS LEARNING EVERY DAY AND IS ALWAYS ANXIOUS

TO VERIFY ANY SITUATION WHEN IN DOUBT. HE IS VERY AWARE OF THE NEED TO SERVE OUR CUSTOMERS TO THE BEST OF OUR ABILITY.

4. **Reliability and Dependability** Consider the amount of supervision required, and job performance regarding timely completion and follow-up.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments: HE HAS OFTEN OFFERED TO SACRIFICE A LONG WEEKEND

HOLIDAYS, ETC.) SO THAT THE DEPARTMENT WILL BE PROPERLY STAFFED.

5. **Attendance** Consider overall attendance records and punctuality.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments: JIM IS VERY RESPONSIBLE ABOUT SCHEDULING DENTAL &

MEDICAL APPOINTMENTS, EITHER EARLY IN THE MORNING OR IN CONJUNCTION WITH HIS LUNCH HOUR IN ORDER NOT TO DISRUPT DEPARTMENT SCHEDULE.

6. **Initiative** Consider the extent to which new work assignments and additional duties are sought out when necessary.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments: JIM IS A FAITHFUL EMPLOYEE TO THE AUDITOR'S OFFICE

WHO STRIVES TO DO WELL AND HAS A GENTLEMAN'S ATTITUDE TOWARDS OUR CUSTOMERS. VERY RESPECTFUL.

7. Creativity Consider the ability to offer suggestions and propose new and creative ideas and solutions to working situations.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments: HE HAS OFFERED SEVERAL IDEAS IN THE PAST AND IS INTERESTED + INVOLVED WITH THE DEPARTMENT.

8. Working Relationships Consider the willingness to work with and help others, the ability to accept constructive criticism, and cooperate with fellow employees and supervisors.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments: JIM HAS HANDLED HIMSELF WELL IN OUR DEPT. WHICH AT PEAK TIMES CAN BE VERY STRESSFUL.

9. Adherence to Company Policies Follows policies and procedures regarding safety, security harassment-free environment and others.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments:

**Overall Performance Rating**

OUTSTANDING  VERY GOOD  GOOD  BELOW AVERAGE  UNSATISFACTORY

Supervisor's comments on overall performance evaluation

I ENJOY HAVING JIM IN THE DEPARTMENT. HE WILL ASK QUESTIONS WHEN IN DOUBT AND STRIVES TO BE A GOOD REPRESENTATIVE OF THE AUDITOR'S OFFICE.

Employee's comments:

Specific steps employee must take to improve performance within specified time period:

After evaluation, do not discuss your evaluation with the employee until this review is returned to you with proper approval.

Signature of person who made evaluation: [Signature] Date 12-15-99

Division Manager's Approval \_\_\_\_\_ Date \_\_\_\_\_

Personnel Manager's Approval \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature [Signature] Date reviewed with employee: 1-4-2000

# Employee Appraisal

EXHIBIT

K

## Non-Exempt Positions

Employee Gallagher, James Employee # \_\_\_\_\_

Department \_\_\_\_\_ Job Classification \_\_\_\_\_ Present Rate \_\_\_\_\_ Grade \_\_\_\_\_

Last Review Date \_\_\_\_\_  Probationary Review  Six Months Review  Annual Review

Next Review Date \_\_\_\_\_  Performance Only Review  Wage Review  Other \_\_\_\_\_

The value of this review depends solely on the person making the rating, his/her impartiality, and sound judgement. The rating should be made with great care and fairness in the interests of the employee and the company. Think carefully of the employee's work and make an honest judgement of the qualities of the employee. Base your judgement on the entire period covered and not upon isolated incidents alone. Base your ratings on accepted standards for that type of work.

### Quantity of Work Consider the quantity of work turned out and the promptness with which it is completed.

Seldom completes an acceptable amount of work. Generally slow. Wastes time. Productivity inadequate.	Production below average. Does just enough to get by. Needs to work more rapidly.	Usually produces an average volume of work. Works steadily.	Produces a high quantity of work. A thorough and careful worker. Seldom slacks off.	Consistently high production. Works with speed and accuracy. Does more than expected.
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Unsatisfactory  Below Average  Good  Excellent  Outstanding

### Quality of Work Consider the ability and accuracy to produce accepted work which meets company standards, neatness.

Makes excessive and repetitive mistakes. Cannot be given work requiring accuracy.	Work often needs inspection. Makes more errors than average.	Quality meets standards. Error rate acceptable.	Does excellent work, is accurate. Seldom makes errors.	Does superior work. Errors are very few.
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Unsatisfactory  Below Average  Good  Excellent  Outstanding

### Knowledge of Job Consider basic knowledge of present job, of other work closely related to it, and of the equipment necessary to do it.

After sufficient instructions has inadequate knowledge of job and procedures. Fails to grasp anything but most elementary concepts of job.	Sometimes slow to grasp details required. Has acquired limited knowledge of job.	Good working knowledge of job and procedures. Needs normal amount of instructions.	Thorough knowledge of job and procedures. Has excellent understanding of both job and detail required. Well informed.	Thoroughly knows and follows correct procedures. Has comprehensive understanding of all phases of job. Superior grasp of detail.
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Unsatisfactory  Below Average  Good  Excellent  Outstanding

### Dependability Consider amount of supervision required, punctuality and attendance.

Requires constant supervision. Lacks follow through. Cannot be depended upon. Absent often or frequently tardy. Seldom reports in when absent.	Requires more than normal supervision. Lacks initiative. Is easily distracted. Absent or tardy rather frequently.	Works steadily and requires only normal supervision. Follows instructions well. Usually on time; not often absent, only when necessary.	Works well and steadily with minimum supervision. Follows instructions and shows initiative. Has excellent attendance record, rarely absent or tardy.	Is a self-starter who is resourceful and self-reliant. Requires little or no supervision. Follows instructions with great accuracy. Superior attendance and punctuality.
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Unsatisfactory  Below Average  Good  Excellent  Outstanding

### Working Relations Consider willingness to work with and help others, ability to accept constructive criticism, and cooperativeness with fellow employees and supervisors.

Does not cooperate. Resents supervision. Gets along poorly with other workers.	Lacks interest in assignments. Shows reluctance to cooperate.	Assumes share of work. Usually good team worker. Cooperates with other workers.	Is responsive to assignments and cooperates well. Always ready to do his/her share willingly.	Tactful and courteous. Very effective in dealing with co-workers. Does full share in department. Loyal worker.
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Unsatisfactory  Below Average  Good  Excellent  Outstanding

### Adherence to Company Rules Follows policies and procedures regarding safety, security, harassment-free environment and other.

Does not follow policies and procedures. Creates an unsafe or insecure environment.	Does not consistently follow policies and procedures. Is sometimes unsafe.	Usually follows policies and procedures. Cooperates in promoting a safe, secure, harassment-free environment.	Consistently follows policies and procedures. Actively participates in promoting a safe, secure, harassment-free environment.	Always follows policies and procedures. Takes the initiative in promoting a safe, secure, harassment-free environment.
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Unsatisfactory  Below Average  Good  Excellent  Outstanding

# Overall Performance Rating

UNSATISFACTORY

Represents an unsatisfactory level of performance. Employee should be put on probation.

BELOW AVERAGE

Represents the minimum level of acceptable performance. Must show improvement.

GOOD

Represents a good level of performance. Employee generally meets supervisor's expectations.

EXCELLENT

Represents a high level of achievement. Employee clearly demonstrates ability to excel in job-related tasks.

OUTSTANDING

Represents outstanding overall performance. Employee consistently performs tasks at high level of competency.

If this is a probationary review, should the employee be considered for further employment in your section?  Yes  No

Supervisor's comments on overall performance evaluation.

Specific steps employee must take to improve performance: \_\_\_\_\_

After evaluation, do not discuss your evaluation with the employee until this review is returned to you with proper approval.

Signature of person who made evaluation NW, PN, AO, DT, DJ, ED Date 10/13/05

Division Manager's Approval \_\_\_\_\_ Date \_\_\_\_\_

Personnel Manager's Approval \_\_\_\_\_ Date \_\_\_\_\_

Employee's comments: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date reviewed with employee: \_\_\_\_\_

EX-1113 L

**CUYAHOGA COUNTY AUDITOR  
EMPLOYEE WRITTEN REPRIMAND**

EMPLOYEE: James Gallagher

DATE: September 23, 2010

CLASSIFICATION: Attendance

DEPARTMENT: Real Estate Services

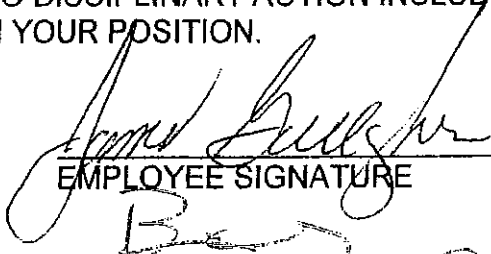
DATE (S) OF INCIDENT: Various dates on record with the HR Department

ON THE ABOVE DATE, THE FOLLOWING VIOLATION OF RULES OCCURRED:

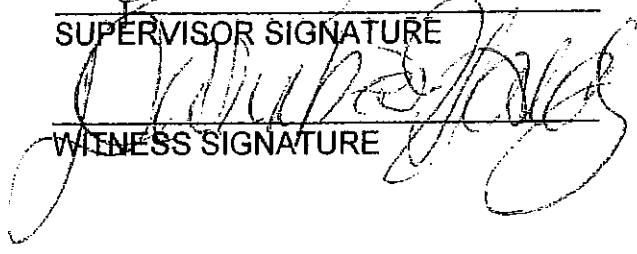
**Violation of the Cuyahoga County Auditor's Attendance Control Policy. -  
SECTIONS 4.01 and 4.02**

During the period of December 20, 2009 and September 11, 2010 you have accrued a total of **13.5** hours of **UA (Unexcused Absence)/AWOL time**. Sections 4.01 and 4.02 of the Attendance Control policy state that all employees are required to report to work on time and on a regular basis. Excessive tardiness as well as unexcused absences/AWOL will be cause for corrective disciplinary action up to and including removal. This notice serves as a stage one violation in the Cuyahoga County Auditor's Attendance Control policy.

THIS IS A WRITTEN REPRIMAND. SHOULD FURTHER INFRACTIONS OCCUR IN THE FUTURE, YOU WILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING SUSPENSION AND/OR REMOVAL FROM YOUR POSITION.

  
\_\_\_\_\_  
EMPLOYEE SIGNATURE

  
\_\_\_\_\_  
SUPERVISOR SIGNATURE

  
\_\_\_\_\_  
WITNESS SIGNATURE

cc: Employee Personnel File



CUYAHOGA COUNTY EXECUTIVE  
EDWARD FITZGERALD  
Office of Human Resources

July 27, 2011

Via Hand Delivery  
Mr. James Gallagher

[REDACTED]  
Lakewood, Ohio 44107

RE: Disciplinary Suspension

Dear Mr. Gallagher:

This letter is to inform you that you will serve a three (3) day working suspension from your position of Principal Office Assistant in the Fiscal Office, Audit Division effective August 2, 3 and 4, 2011. A working suspension requires that you report to work on the above-cited dates and will be fully compensated for your hours of work on those dates. The disciplinary action, however, will be placed in your personnel file and will remain active for two-years for purposes of progressive discipline. The reason for this action is that you have been guilty of Neglect of Duty in that you have violated the County's Policies and Procedures in following particulars:

As a County employee, you are expected to adhere to the rules and guidelines contained in the County Policies and Procedures Manual, a copy of which was provided to you on December 15, 2009 and updated September 20, 2010 and for which you acknowledged receipt. Section 4.1 and 4.2 of the Auditor's manual and section 14 of the County manual set forth the Attendance Control Plan and the discipline to be imposed for violation of the plan. Under this policy, an employee who accumulates a total of ten (10) hours of absence without leave within a two (2) year period commits a Stage 1 violation of the and is to receive a written reprimand. The accumulation of ten (10) additional hours of absence without leave within two (2) years of the reprimand constitutes a Stage 2 violation which calls for a three day suspension.

On September 23, 2010 you received a written reprimand as a result of a Stage 1 violation of the Attendance Control Plan for the accumulation of a total of 13.5 hours of absence without leave. Since the receipt of the aforementioned written warning and as of June 18, 2011 you have accumulated an additional 13.25 hours of absence without leave. You were given notice of the pre-disciplinary conference scheduled on May 16, 2011 to give you an opportunity to respond to the above-described charge.

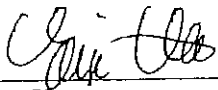
Gallagher Suspension Letter  
July 27, 2011  
Page 2 of 2

A Pre-Disciplinary Conference (PDC) was held on 6/23/2011. Upon careful consideration of the information submitted, your assertion that you were unaware of your sick leave balances does not excuse your conduct in this instance. Your conduct, as described above, constitutes Neglect of Duty.

It is the County's expectation that all employees enjoy continuous, productive employment during their tenure. However, the County requires all employees to perform their duties in a professional manner and to conduct themselves in a way that advances the goals of the County. In determining the appropriate level of discipline, the County has considered your recent history of disciplinary actions as noted above. In this light, your behavior is considered so unacceptable that another infraction will place you in jeopardy of being removed (terminated) from County employment. For reasons stated herein, you will hereby serve a three (3) day working suspension.

In an effort to help you to recognize and remedy any personal issues that may have caused your unacceptable attendance and failure to follow procedures, you are strongly encouraged to contact the County's employee assistance program, EASE @ Work. You may consult the County Policies and Procedures Revised Manual (Section 7.03) or Human Resources for more information about this program.

Respectfully,



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Elise Hara  
Director and Employment Counsel  
Office of Human Resources

#### Appeal Rights

Should you elect to appeal this action, you must do so in writing, and in accordance with the requirements of the Cuyahoga County Policies and Procedures Manual.