



AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

Please return to:

Office of Human Resources - City of Lakewood - 12650 Detroit Avenue - Lakewood, Ohio 44107

Fax (216) 529-5669 Phone (216) 529-6610

Website: www.ci.lakewood.oh.us

INSTRUCTIONS FOR COMPLETING THIS EMPLOYMENT APPLICATION

We welcome you as an applicant for employment for the City of Lakewood. It is the policy and intent of the City of Lakewood to provide equal opportunity in employment to all persons. This policy applies to all types of full-time, part-time, temporary and seasonal employment. Applications remain on file for a period of one (1) year from the date of completion.

Please type or print in ink and furnish us with complete information as requested in this application. You may attach additional pages in response to any question. You may attach a resume as a supplement to the application form but resumes without a fully completed application will not be considered. If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact the Office of Human Resources at (216) 529-6610.

Please identify the specific position for which you are applying:

MAYOR

Full-time ☒ Part-time ☐ Temporary ☐ Date available WHEN NEEDED

GENERAL INFORMATION

Last name HOLYKO First name MICHAEL Middle initial R.
Home phone # 216-269-8468 Work phone # 216-582-3300 (4567)
E-mail address (optional) M.HOLYKO@COX.NET
Present permanent street address 2100 MALLOWS
City LAKEWOOD State OHIO Zip code 44107

Driver's License Number [REDACTED] State OHIO Class D

Is this license currently valid? Yes ☒ No ☐ Do you have a valid CDL? Yes ☐ No ☒

Social Security Number [REDACTED]

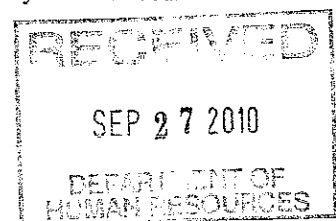
Have you ever been convicted of a crime other than a minor misdemeanor traffic violation?

Yes ☐ No ☒

If yes please explain _____

A criminal conviction may not necessarily bar an applicant from employment with the City of Lakewood.

Are you legally eligible for employment in the United States? Yes ☒ No ☐



Are you related to any current City of Lakewood employee or elected official? Yes ___ No X If yes, state the name and relationship to you: _____

Have you ever been previously employed by the City Of Lakewood? Yes ___ No X
When? _____ In what position? _____

Are you at least 18 years of age? Yes X No ___

EDUCATIONAL INFORMATION

Type of school	Name and address of school	Major	Circle last year completed	Degree earned
High School	LAKEWOOD HIGH BUNTS, LAKEWOOD OHIO	ENGLISH SOCIAL SCIENCES	9 10 11 (12)	DIPLOMA
College/University	CLEVELAND STATE UNIVERSITY CLEVELAND OHIO	PSYCHOLOGY	1 2 3 (4)	BACH.
College/University	CLEVELAND STATE UNIVERSITY	COMMUNICATIONS	1 2 3 (4)	BACH
Graduate Studies	CLEVELAND STATE UNIVERSITY	PSYCH	1 (2) 3 4	MAS
Technical/Business school	OHIO CENTER FOR BROADCASTING VANDERVIEW OHIO	BROADCASTING	1 (2) 3 4	CON.
Other	ACADEMY HEALTH SCIENCES FT. SAM FORTY TX	PSYCH	1 (2) 3 4	LIC.

If you are not a high school graduate, have you passed a GED test? Yes ___ No ___

List any other applicable courses, seminars, workshops that relate to this position:

List any licenses and/or certifications related to this position:

List any other skills/experience that relates to this position (Typing, computer operation, software skill, equipment operated, etc.).

EXPERIENCE IN TYPING, COMPUTER OPERATION INCLUDING VARIOUS
SOFTWARE, EXCEL, WORD, POWER POINT, INTERNET

List any professional, trade, business, or civic activities or associations to which you belong. (Please exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status).

EMPLOYMENT HISTORY

Please begin with your present or most recent employer and provide all the pertinent information requested. Please do not write, "see resume".

May the City contact your current employer? Yes ☒ No ☒

Employer: NORTHEAST CARE CENTER Phone # 440-582-3300
 Address: 12627 YORK RD. City: NORTH ROYALTON State: OH Zip: 44133
 Dates of Employment: From 2008 To PRESENT
 Title MANAGER OF SUPPORT SERVICES Reason for leaving PRESENT
 Supervisor Name & Title DAVE LOUCKA DIRECTOR Ending wage/salary 35,000/YR.
 Job duties:
INTERVIEWING, REVIEWING APPLICATIONS, HIRING, TRAINING
STAFF, DISCIPLINE, TERMINATION OF STAFF, SCHEDULING AND STAFFING
STATE GRANTS KEPT CURRENT.

Employer: ANSTONUT BIRGA Phone # 440-243-4000
 Address: FRONT STREET City: BIRGA State: OHIO Zip:
 Dates of Employment: From 2008 To PRESENT
 Title BEHAVIORAL HEALTH SPECIALIST Reason for leaving CURRENT
 Supervisor Name & Title SUSAN DUNDY - CEO Ending wage/salary 100.00/Hr.
 Job duties:
PROVIDED SUPPORT GROUPS FOR INPATIENT
POPULATION ON TWO PSYCHIATRIC WINGS. PROVIDED
ONE ON ONE GUIDANCE TO CLIENTS. EVALUATED CLIENTS
FOR GUARDIANSHIP.

Employer: NORTHWESTERN HALLMARK CENTER Phone # -
 Address: ROUTE 237 City: BIRGA State: OHIO Zip:
 Dates of Employment: From 2006 To 2009
 Title BEHAVIORAL HEALTH SPECIALIST Reason for leaving CHANGE IN ASSIGNMENT/CT
 Supervisor Name & Title LINDA POLLITT - SPECIAL DM. Ending wage/salary 15/Hr. 8:00-5:00
 Job duties:
PROVIDED SUPPORT GROUPS FOR M.S. POPULATION
IN MENTAL WINGS. PROVIDED ONE ON ONE GUIDANCE FOR
CLIENTS. CHARTERED AND RAN FAMILY SUPPORT GROUP FOR RELATIVES
OF THOSE IN HOME.

Employer: FAM-WEST CENTER Phone # 440-835-6212
 Address: HEALTH CARE DRIVE City: WESTLAKE State: OH Zip:
 Dates of Employment: From 2003 To 2006
 Title FAMILY PROGRAM DIRECTOR Reason for leaving LACK OF OPPORTUNITIES
 Supervisor Name & Title LINDA BLOOM - CLINICAL DM. Ending wage/salary 28,000/YR.
 Job duties:
1. RAN ALL ASPECTS OF SUPPORT GROUP FOR FAMILY
MEMBERS OF INDIVIDUALS WITH MENTAL ILLNESS. PROVIDED
ONE ON ONE GUIDANCE, COMMUNITY OUTREACH, AND SUPPORT.
CHARTERED HELP FOR ONE PROGRAM TO ASSIST NEW DADS
WITH BEING A PARENT.

Professional References

Please list three references that are familiar with your work history and experience. Do not list relatives, friends, or personal references.

Name: <u>Linda Pollatto</u>	Employer's Name: <u>Northeast Healthcare</u>
Business Relationship: <u>Speech worker</u>	Years known: <u>8</u>
Phone #: <u>440-777-7736</u>	
Name: <u>Dave Lovcka</u>	Employer's Name: <u>Northeast Care Center</u>
Business Relationship: <u>Director</u>	Years known: <u>2</u>
Phone #: <u>440-582-3300</u>	
Name: <u>James Almon</u>	Employer's Name: <u>Architectural Design</u>
Business Relationship: <u>Lead Designer</u>	Years known: <u>1</u>
Phone #: <u>440-225-0139</u>	

APPLICANT AGREEMENT: RELEASE AND CERTIFICATION:

Please read before signing

I hereby certify that all information supplied herein is true, accurate and complete to the best of my knowledge. I understand and agree that any false statements, misrepresentations or omissions of fact contained in this application (or any accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered. I understand that all candidates hired to classified positions are subject to satisfactory completion of a probationary period, criminal background investigation and a post-offer drug screen. Candidates may also be required to undergo a post-offer pre-employment medical examination. I authorize the investigation of all statements and information contained in this application. I release the City of Lakewood from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation.

I understand that this application is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable City of Lakewood rules and regulations.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application and employment related documents I have provided.

PRINT NAME: Michael Hough

SIGNATURE: [Signature] DATE: 23 Sept 2010

20 September 2010

Dear City of Lakewood,

I am writing this letter of interest to announce my desire to take the place of Mayor if the position is vacated. I am a lifelong citizen of this beautiful city and want nothing but the best for it and its wonderfully diverse population.

Though I am not a politician, I did attempt to run for city council back in 2002, but was voted off the ballot for some of my signatures being in question. I feel that my experience and educational background could be vital tools in assuming this position. The fact that I have not held a government office in the past can be a very positive thing in a time of political chaos. I do not have any motives beyond what is best for the city and the people who live here.

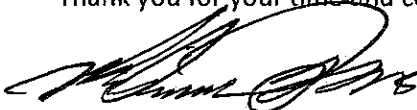
I grew up in Lakewood, and went to public schools all the way through. I attended Grant Elementary, Harding Middle School, and Lakewood High, where I graduated in 1986. I served our country in the United States Air Force as a Mental Health Counselor from 1988 to 1997. I attended and graduated from Cleveland State University with degrees in Communication and Psychology.

I also spent some time in broadcasting in the mid 90's working as on air personality and producer for WTAM, and WMVX. During that time I taught classes for broadcasting at the Ohio Center for Broadcasting. I am currently a Behavioral Health Specialist working in a few different capacities.

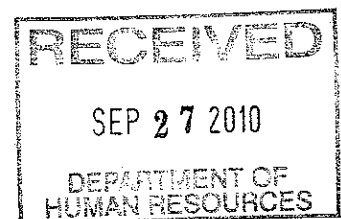
I was married in 2001 and chose to raise my children in our wonderful city. Currently going through a divorce, my ex wife to be and I are good friends, and agree to be active members in the city's many programs. She is currently an active member of the Hayes elementary PTO and I am currently coaching my boy's 7/8 year old flag football team. I have coached Lakewood middle school football programs before as well.

I feel like now is the time for something new, something different, I know to say that change is needed is cliché but, I feel that has never been more true in a delicate time for our city. I would like to spearhead seeing a return to total greatness to a city I truly love. I feel that my different approach and view might be just what is needed to move Lakewood into the place it belongs, among the very best cities in the country. I sincerely hope you take my letter of interest into consideration. I look forward to hearing from you soon. Any questions or concerns feel free to call me at 216-269-8468, email at mholyko@cox.net or mail at 2100 Marlowe, Lakewood Ohio 44107.

Thank you for your time and consideration,



Michael Holyko



Michael R. Holyko
2100 Marlowe / Lakewood, Ohio 44107
216-269-8468 / Email: Mholyko@cox.net

OBJECTIVE: Currently seeking a position where I can apply my knowledge, skills, and ideas to provide a positive impact on the organization.

RELEVANT EXPERIENCE:

2008 – Pres. **Northeast Care**, North Royalton, Ohio

Position held: **Manager of Support Services.**

- Oversaw staffing issues for entire waiver division of company, 25 houses, over 180 employees.
- Conducted interviews for possible hire
- Facilitated hiring process including orientation preparation.
- Oversaw Discipline process for division when needed.
- Facilitated termination process when necessary.
- Oversaw scheduling for entire waiver division.

2008 – Pres. **Aristocrat Berea**, Berea, Ohio

Position held: **Therapist**

- Facilitated group sessions for inpatient mental health clients
- Provided one on one sessions for various residents
- Prepared Evaluations for residents pending guardianship
- Provided mental health support for staff
- Presented in-service trainings

2004 – Pres. **Private Practice**, Cuyahoga County, Ohio

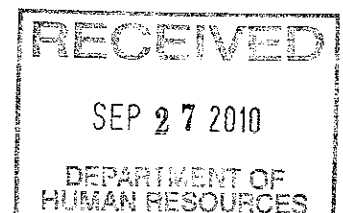
Position held: **Behavioral Health Specialist**

- Provided one on one coaching sessions
- Provided family support sessions
- Provided referral sources
- Provided corporate workshops on staff interactions.
- Provided Motivational speaking workshops.

2006 – 2009 **Northwestern Healthcare Center**, Berea, Ohio

Position held: **Behavioral Health Specialist.**

- Facilitated group sessions for Multiple Sclerosis clients
- Provided one on one sessions for various residents
- Assisted with evaluation process of residents
- Provided mental health support for staff
- Presented in-service trainings for patient sensitivity



Michael Holyko

2003 – 2006 **FAR WEST CENTER**, Westlake, Ohio

Positions held: **Family Program Director/Case Manager.**

- Facilitated Family Program support groups.
- Provided outreach for Family Group.
- Provided quarterly reports including extensive outcomes information.
- Increased Family Program attendance by 300 %.
- Educated public with quarterly mental health seminar.
- Provided therapeutic evaluation for depression screenings.
- Facilitated Life Skills support group.
- Provided case management support for case load of over 50 clients.
- Provided emergency support for clients in crisis.
- Back up support of intake assessment.
- Trained new case managers.
- Morale officer.

2002 – 2003 **ELIZA JENNINGS SENIOR CARE NETWORK**, Lakewood, Ohio

Position held: **Manager of Community Education**

- Created, planned, and set up promotional events.
- Oversaw marketing strategies for outside communities.
- Prepared, and oversaw lectures programs for each facility.
- Coordinated with boards of nursing and social work on continued education.
- In charge of fund-raising for various causes.
- Helped market new geriatric assessment program.
- Created online marketing matrix for viewing across network.

1988 – 1997 **UNITED STATES AIR FORCE/U.S. AIR RESERVES**, San Antonio, Texas

Positions held: **Mental Health Counselor/Morale officer.**

- Shift leader for inpatient mental health ward.
- Trained new staff on proper techniques.
- Psychological Technician on call for top secret military training.
- Conducted one on one, group therapy, and other counseling techniques.
- Evaluated individuals by analyzing various psychiatric tests.
- Provided intake interview process and evaluations.
- Presented classes to basic trainees for improving mental health.
- Produced, wrote, and directed various informational video manuals.
- Ran extensive morale program for betterment of military life.

SKILL SUMMARY:

Management:

- Facilitated all employee interviewing, hiring, time management and staff retention.
- Facilitated all employee disciplining and termination process.
- Oversaw several supervisors and their responsibilities.
- Provide conflict management/mediation.
- Maintain inventory of products.
- Customer relations through exemplary interpersonal skills.

Michael Holyko

Public Relations:

- Construct new modes of public interest.
- Oversee events/service as a liaison for entertainment events between media and venue.
- Privileged with sensitive information, managed public reports accordingly

COMPUTER SKILLS:

- SPSS
- Communication: Netscape Navigator, America On Line, Ohiolink, extensive Internet experience.
- Spreadsheets: Microsoft Excel.
- Publications: Front Page editor experience.
- Word Processing: Word for Windows 95 and 98, WordPerfect.

ACTIVITIES/AWARDS:

- Morale officer out of U.S. Air Force Clinic.
- Airman of the quarter
- Dean's List (Cleveland State)
- Employee of month: 4 times, Employee of quarter.
- FCC License
- Lakewood Middle School Football Coach 2001, 2002
- Lakewood Recreational Football Head Coach 2008, 2009, 2010
- Letter of Accommodation: Cuyahoga County Mental Health Board 2005

EDUCATION: **CLEVELAND STATE UNIVERSITY**, Cleveland, Ohio
 Masters in Psychology, 2007

CLEVELAND STATE UNIVERSITY, Cleveland, Ohio
 Bachelor of Arts Communication and Psychology.

ACADEMY OF HEALTH SCIENCES, San Antonio, Texas.
 Certification of Mental Health Counseling.