

To the Applicant: We appreciate your interest in our City and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications.

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national original, age, marital or veteran status, the presence of a medical condition or handicap, height, weight or any other protected status.

**PERSONAL**

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ Telephone Number (with area code) \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Social Security No. \_\_\_\_\_ Are you 18 years or older? Yes  No

Are you able and willing to perform the job? Yes  No

Are you authorized to work in the United States? Yes  No

Have you been previously employed here? Yes  No  If yes, date(s) \_\_\_\_\_

Supervisor Name(s) \_\_\_\_\_

Have you filed an application before? Yes  No  If yes, date(s) \_\_\_\_\_

List any friends or relatives working here \_\_\_\_\_

What method of transportation will you use to come to work? \_\_\_\_\_

**EMPLOYMENT DESIRED:**

Position(s) applied for \_\_\_\_\_

Kind of work sought: Full time  Part time  Other

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for?

\_\_\_\_\_  
\_\_\_\_\_

Salary desired \_\_\_\_\_ Date available to work \_\_\_\_\_

Employers must make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer.

Under Michigan law, disabled employees and applicants may request an accommodation of their disability by notifying the City in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. Failure to properly notify the City may preclude any claim that the employer failed to accommodate the disabled individual.

**EMPLOYMENT EXPERIENCE** (List current or most recent job first)

<b>1</b>	Employer	Date		Work Performed
	Address	From	To	
	City State Zip			
	Phone Number (with area code)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
<b>2</b>	Employer	Date		Work Performed
	Address	From	To	
	City State Zip			
	Phone Number (with area code)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
<b>3</b>	Employer	Date		Work Performed
	Address	From	To	
	City State Zip			
	Phone Number (with area code)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
<b>4</b>	Employer	Date		Work Performed
	Address	From	To	
	City State Zip			
	Phone Number (with area code)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			

<b>EDUCATION</b>	Name/Location	Years Completed	Diploma/Degree	Courses of Study
Elementary				
High School				
College				
Graduate				
Vocational/Training				

Any other educational training

**FOR INTERVIEWER'S USE**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
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Interviewed by \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**HIRED:** Yes  No  Comments \_\_\_\_\_

Starting Date: \_\_\_\_\_ Department \_\_\_\_\_ Job Title \_\_\_\_\_

**APPROVED:**

_____	Name	_____	Title	_____	Date
_____	Name	_____	Title	_____	Date
_____	Name	_____	Title	_____	Date

The Fishman Group 1996

**REFERENCES** (Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1.				
2.				
3.				

**MILITARY SERVICE RECORD**

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes  No   
If yes, what branch? \_\_\_\_\_ Rank at Discharge \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Are you in the reserves? Yes  No  If yes, date obligation ends \_\_\_\_\_

Special/technical training \_\_\_\_\_

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**ADDITIONAL INFORMATION**

Have you been convicted of a crime? Yes  No   
If so, where, when and nature of offense \_\_\_\_\_

Do you have a valid drivers license? Yes  No  License No. \_\_\_\_\_ State \_\_\_\_\_

List professional trade, business or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, handicap, marital or veteran status, height, weight or age \_\_\_\_\_

State any additional information that you feel may be helpful to us in considering your application. \_\_\_\_\_

Name, address, and telephone number of the person to be notified in the event of accident or emergency \_\_\_\_\_

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**AUTHORIZATION AND UNDERSTANDING:**

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment, education, criminal history, medical history (post-offer only), or credit history with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

**I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered by the City Manager, in writing directed to me personally and signed by the City Manager.** I agree that I shall be bound by the other rules, policies, regulations and terms and conditions of employment of the City as they are from time to time changed, and no additional obligations can be imposed on the City except those which have been acknowledged in writing, by the City Manager or his designated representative. I hereby authorize the City to deduct from each and every period of my pay any amounts necessary to offset any damages cause by me or the value of property or money entrusted to me by, or owed by me to, the City during the course of my employment.

**I agree that any action or suit against the City arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil right statues, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. Should the 180 day limitations period be found to be unreasonable and unenforceable, the period of limitations shall be the minimum reasonable time in excess of 180 days. I further agree that if I should bring any non-statutory action or claim arising out of my employment against the City, in which the City prevails, I will pay to the City any and all such costs incurred by the City in defense of said claims or actions, including attorney fees.** I further agree that my employment is conditional until such time as the results of my post-offer physical (if such physical is required) are known.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date