City of Ecorse

City of **Friendship**

INSTRUCTIONS ON APPLYING FOR CITY EMPLOYMENT

Read the following instructions carefully before completing the attached application. Failure to follow these instructions could affect your opportunity for employment.

1. **CHECK TO BE SURE THAT YOU HAVE THE NECESSARY FORMS.**

   In addition to this information sheet, you should also have the following: an "Application for Employment", the official job announcement describing the position for which you are applying, and a "Consent Form for the Release of Information".

2. **READ THE JOB ANNOUNCEMENT THOROUGHLY.**

   The job announcement provides you with the following essential information:

   a) The official job title, which is the title that you should use on the application;

   b) The duties and responsibilities expected of you if hired;

   c) The knowledge, abilities and skills required to perform the work;

   d) The education and/or work experience required in order to be considered for this position;

   e) Any special licenses or certificates required;

   f) The deadline by which your application must be received in the Human Resource Department.

   If you meet the qualifications and are interested in the type of work described, complete the application as instructed below. If not, you may wish to review the bulletin board in the hallway just outside the entrance to the Human Resource Department or online at: http://www.ecorsemi.gov to see if there other jobs posted for which you are qualified.

3. **PRINT OUT AND COMPLETE THE OFFICIAL APPLICATION FORM.**

   Applications must be completed in full even if you attached a resume. Type or print legibly in dark ink. Do **not** answer questions on the application by saying *"see resume"*. Failure to accurately and completely fill out this application could affect your opportunities for employment. If you need more space for an answer, attach an 8.5x11 sheet of paper, and write your name in the upper right hand corner. Be sure to sign and date the application at the end in the space provided.

4. **ATTACH DOCUMENTATION OF EDUCATION, LICENSES, PERMITS AND CERTIFICATIONS TO MEET BASIC REQUIREMENTS AS SPECIFIED IN THE JOB DESCRIPTION AND FOR EXTRA CREDIT WHERE APPLICABLE.**

   For example, if one or more years of college is required, attach a copy of transcripts and any degree received. If your education exceeds the minimum requirements, it is recommended that you submit a copy of the highest degree attained and any related transcripts by the closing date or as soon as possible. If the job announcement specifies that a certain type of education, license, certification, permit or registration is required, please submit a copy of evidence thereof.

5. FILL OUT THE CONSENT FORM FOR RELEASE OF CRIMINAL HISTORY CONVICTION INFORMATION AND DRIVING RECORD SHEET AND RETURN IT WITH YOUR APPLICATION.

The Consent Form for Release of Criminal History Conviction Information and Driving Record will be separated from your application and used to run a basic criminal and driving record background check on applicants who meet the minimum qualifications.

6. NEPOTISM POLICY

In order to avoid conflict of interest, favoritism and the appearance of same, no employee of the City of Ecorse shall be placed in a position where he/she is required to supervise, evaluate or discipline an immediate family member or receive supervision, evaluation or discipline from an immediate family member. Immediate family member includes parent, spouse, child, sibling or in-law.

7. DISABILITY POLICY

Michigan law requires employers to make accommodations to applicants and employees with disabilities where the accommodation does not impose an undue hardship on the employer. Employees and applicants may request an accommodation of their disabilities by notifying the City in writing of the need for accommodation within 182 days of the date that he/she knows or should know that an accommodation is needed. Failure to notify the City will preclude any claim that the employer failed to provide accommodation.

PLEASE RETURN YOUR APPLICATION WITH ALL REQUIRED DOCUMENTATION TO THE HUMAN RESOURCE DEPARTMENT BY THE DEADLINE STATED ON THE JOB ANNOUNCEMENT.

APPLICATIONS RECEIVED BY FAX OR EMAIL CAN NOT BE CONSIDERED UNTIL THE ORIGINAL, SIGNED APPLICATION IS ON FILE WITH THE HUMAN RESOURCE DEPARTMENT.

PLEASE DO NOT INCLUDE (COPIES OF) PHOTO I.D.'S OR SOCIAL SECURITY CARDS.

DO NOT RETURN THIS INSTRUCTION SHEET OR JOB DESCRIPTION WITH YOUR APPLICATION.

APPLICATION FOR EMPLOYMENT

CITY OF ECORSE

HUMAN RESOURCE DEPARTMENT
3869 W. Jefferson
ECORSE, MICHIGAN 48229

PHONE # **313-386-2520**

HR USE ONLY	
EDUCATION	
CERTIFICATION	
CONSENT	
E E O	

INSTRUCTIONS: Type or print in ink. Complete all questions, even if you enclose a resume. Extra pages may be attached if you need them. If required in the Job Announcement, please provide all proofs of education or certifications. The original, signed form (no scan, copy or fax) may be turned in at the Human Resource Department or mailed to the address above.

POSITION

STATE EXACT TITLE OF POSITION FROM THE JOB ANNOUNCEMENT		

DATE OF APPLICATION		DATE AVAILABLE FOR WORK	
LAST NAME		FIRST NAME	MIDDLE INITIAL
ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE (INCLUDING AREA CODE)	CELL/MOBILE PHONE (INCLUDING AREA CODE)	EMAIL ADDRESS	
DO YOU HAVE A VALID DRIVER'S LICENSE? (NOT REQUIRED FOR ALL POSITIONS) YES ☐ NO ☐		CLASS / TYPE (O – Operator; C – Chauffeur; CDL – Commercial Driver's License, etc.)	
ISSUED BY THE STATE OF		EXPIRATION DATE	
DATES OF U.S. MILITARY SERVICE	BRANCH OF SERVICE	TYPE OF DISCHARGE	If you are claiming preference as a veteran, or as the spouse or child of a disabled veteran, you must attach a copy of your discharge documents and, if applicable, your V.A. disability letter and claim number.

CHECK THE BOX FOR EACH QUESTION	YES	NO		YES	NO
Are you legally authorized to work in the United States?			Can you provide documentation showing you're authorized to work in the United States?		
Have you ever been convicted of a crime other than a minor traffic violation? If so, state when and the nature of the crime. (A yes answer does not automatically disqualify you.)			Are there any felony charges currently pending against you?		
			Are you at least 18 years old?		
Have you ever been discharged or asked to resign from a position? **If yes –** Explain fully using a separate sheet of paper, if necessary. (An affirmative answer does not automatically disqualify you from employment)			Have you ever been employed by the City Of Ecorse? **If yes -** What was your title? When?		

EDUCATION

NAME (LAST. FIRST)

	Name / Location	# of Years Completed	Diploma or Degree Y/N	Courses of Study
High School				
College				
College				
Graduate				
Vocational Training				

SPECIAL SKILLS

What skill(s) or additional training do you have that is relevant to the job for which you are applying? _____

What machines or equipment can you operate that are relevant to the job for which you are applying? _____

Have you had any off-the-job training or experience which would help you in this job? For example: hobbies, school work, community groups, or military experience? _____

List any licenses, registrations, or certifications you possess (i.e. CPA, Registered Engineer) _____

EMPLOYMENT EXPERIENCE

Begin with your present employer or your last job. List a promotion as a new job. List all employers. Attach extra pages if needed.

Employer Name	Telephone (Including Area Code)
Address	**Dates of Employment**
	From _____ To _____
Your Job Title	**Wages**
	Start _____ Last _____
Name and Title of Supervisor	**Reason for Leaving**
May we contact your present employer for a reference? ◉ Yes ○ No	

Employer Name	Telephone (Including Area Code)
Address	**Dates of Employment**
	From _____ To _____
Your Job Title	**Wages**
	Start _____ Last _____
Name and Title of Supervisor	**Reason for Leaving**
May we contact your previous employer for a reference? ◉ Yes ○ No	

Employer Name	Telephone (Including Area Code)
Address	**Dates of Employment**
	From _____ To _____
Your Job Title	**Wages**
	Start _____ Last _____
Name and Title of Supervisor	**Reason for Leaving**
May we contact your previous employer for a reference? ◉ Yes ○ No	

REFERENCES

List at least two responsible adults who have knowledge of your work ethic, experience, and ability.

Name	Address	Telephone # (Incl. Area Code)	Occupation

CERTIFICATION / SIGNATURE

Read Carefully Before Signing:

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me are true and complete.

I further agree and consent in advance that any misrepresentation or falsification of any of the above information shall be cause, without any hearing, for rejection of this application, or termination of employment, depending upon when the falsification is discovered.

I also consent for the City of Ecorse to verify the information I have provided including my educational and professional certifications, and check with previous employers. I release the City and previous employers from any liability arising from disclosure of information concerning my past employment or personal history.

I agree and understand that any employment offer will be contingent upon the successful completion of a background investigation and post-offer medical exam.

Further, I understand and agree that my employment is for no definite period of time and my employment and compensation can be terminated at any time, with or without cause, with or without notice, at the option of either the employer or myself, unless otherwise provided by union contracts, applicable handbook rules or written employment agreement signed by the City Administrator.

Signature _____ Date _____

City of Ecorse, MI

H/R USE ONLY

POSITION
CLOSING DATE

CONSENT FORM FOR RELEASE OF

CRIMINAL HISTORY CONVICTION INFORMATION & DRIVING RECORD

As a prospective employee or volunteer of the City of Ecorse, I understand that it is this entity's policy to secure conviction criminal history information as part of their pre-employment screening process using the information provided below. I further understand that the personal data that I am providing will be used for no other purpose and will not become a part of my employment file or volunteer file.

> > > > > > > *PLEASE PRINT* < < < < < <

NAME:

_____

FIRST NAME MIDDLE NAME (NOT JUST INITIAL) LAST NAME

MAIDEN NAME / OTHER NAMES PREVIOUSLY USED:

_____

DATE OF BIRTH: _____ RACE:_____ SEX:_____

DRIVER'S LICENSE NUMBER: _____

- I understand that the Central Records Division of the Michigan State Police and the Michigan Secretary of State requires the above information.

- I authorize the City of Ecorse to utilize the above information for the sole purpose of obtaining a criminal history conviction and driver's license record search.

_____ _____

SIGNATURE DATE