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 _____