



## EMPLOYMENT APPLICATION

31555 W. 11 Mile Road  
 Farmington Hills, MI 48336-1165  
 Attention: Human Resources  
 www.fhgov.com

Applicants for all positions are considered without regard to religion, race, color, national origin, age, gender, height, weight, disability, marital or veteran status or any other legally protected status.

**Position applied for:** \_\_\_\_\_

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

**Name:**

Last

First

Middle

**Address:**

Street

City

State

Zip Code

**Telephone:**

Home

Cell

e-mail address

Have you ever filed an application with the City before? \_\_\_\_\_

Yes

No

If yes, give approximate date. \_\_\_\_\_

Have you been employed with the City before? \_\_\_\_\_

Yes

No

If yes, give dates. \_\_\_\_\_

Are you available to work:

Full-time

Part-time

Temporary

# of hours per week: \_\_\_\_\_

May your present employer be contacted? \_\_\_\_\_

Yes

No

Are you 18 years of age or older? \_\_\_\_\_

Yes

No

Can you provide proof of eligibility for employment in the USA?  
 (Proof of citizenship or immigration status will be required upon employment.)

Yes

No

On what date are you available for work? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

Yes

No

License Number: \_\_\_\_\_ State: \_\_\_\_\_

List the names of any relatives who are City Council Members, appointees or employees of the City and your relationship to them.

During the past two years, have you tested positive or refused to take any pre-employment drug or alcohol test administered by an employer to which you applied, but did not get, safety sensitive transportation work covered by DOT agency drug and alcohol testing rules? \_\_\_\_\_

Yes

No

Have you been convicted of a misdemeanor or felony? \_\_\_\_\_

Yes

No

Do you have felony charges pending against you? \_\_\_\_\_

Yes

No

If you answered yes to any of the above questions, please provide dates, places, charges, and disposition of **all** convictions.

### THE CITY IS AN EQUAL OPPORTUNITY EMPLOYER

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We are committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.

**Education and Training**

Are you a High School Graduate?      Yes      No

Schools attended beyond High School	Location (State)	Courses or Major Studies	Dates of Attendance	# of Credits Completed	Grade Average	Degree or Certificate Type	Year

Describe any specialized training, apprenticeships, skills, languages, extracurricular activities or honors.

List any professional or trade licenses or certifications.

**Specialized Skills**

Electronic cash register      Calculator      WORD      EXCEL  
 (wpm) typing speed      Publisher      Crystal      ACCESS

Other skills:

Please list heavy/light equipment, motor vehicles and other equipment operated.

Do you have a valid CDL (Commercial Driver's License)?      Yes      No

List professional, trade, business or civic activities and office(s) held.  
You may exclude memberships that reveal gender, race, religion, national origin, age, weight, marital status, disability or other protected status.

Summarize special job-related skills and qualifications acquired from employment or other experience.

**Military Service Record**

Have you had any experience in the Armed Forces of the United States or in the National Guard?      Yes      No

If yes, what branch? \_\_\_\_\_ Rank at discharge: \_\_\_\_\_

Type of discharge: \_\_\_\_\_ Date of discharge: \_\_\_\_\_

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

Describe any job-related training received in the United States Military.

## Employment History

Note: The employment history section must be completed even if a resume is attached. List most recent employment first; include all positions with each employer.

Employer Name:	Title/Position:
Address:	Type of business:
	Full-time      Part-time
Telephone Number:	Supervisor's Name:
Dates employed:	Final salary/hourly rate:
Reason for leaving:	
Duties:	
Employer Name:	Title/Position:
Address:	Type of business:
	Full-time      Part-time
Telephone Number:	Supervisor's Name:
Dates employed:	Final salary/hourly rate:
Reason for leaving:	
Duties:	
Employer Name:	Title/Position:
Address:	Type of business:
	Full-time      Part-time
Telephone Number:	Supervisor's Name:
Dates employed:	Final salary/hourly rate:
Reason for leaving:	
Duties:	
Employer Name:	Title/Position:
Address:	Type of business:
	Full-time      Part-time
Telephone Number:	Supervisor's Name:
Dates employed:	Final salary/hourly rate:
Reason for leaving:	
Duties:	
Have you ever been dismissed from or asked to resign from any employment position?      Yes      No If yes, please explain:	

## References

Please list three persons who have knowledge of your experience and qualifications for this position, preferably current or previous supervisors, co-workers, instructors, etc. Do not include relatives. If you are known to your references by another name, please note.

<b>Name:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Telephone:</b>
	<b>Years Acquainted:</b>
<b>Name:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Telephone:</b>
	<b>Years Acquainted:</b>
<b>Name:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Telephone:</b>
	<b>Years Acquainted:</b>

## APPLICANT STATEMENT

- 1) I certify that answers given herein are true and complete to the best of my knowledge. I understand that failure to complete this application accurately and in its entirety will be cause for the City of Farmington Hills to disqualify my application.
  
- 2) I authorize the City to perform all checks of my credentials as allowed by law including but not limited to criminal background investigations, driver's license record, drug and alcohol tests, and discussions with supervisors, co-workers, friends, business associates or other individuals that the City, in its sole discretion, believes may have relevant information regarding my suitability for employment. I agree not to assert any claims or causes of action of any kind against the City, its agents, its employees or any individual contacted by the City, arising out of the City's investigation. I also waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the City or any former or current employer that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity. I further release and forever discharge the City, its agents, its employees and the individuals and companies contacted by the City as part of its investigation, from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever arising from the City's investigation of my credentials. **I acknowledge that the City has made no representations of any kind as to whether employment will be offered at the conclusion of its investigation.**
  
- 3) This application for employment shall be considered active until the position is filled but in no event will exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. A resume may be attached but is not considered a substitute for the completion of this application or any portion herein.
  
- 4) I hereby understand and acknowledge that, unless specifically and clearly defined by applicable law, contract, collective bargaining agreement or City policy, any employment relationship with this organization is of an **"at will"** nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization and the Director of Human Resources.
  
- 5) In the event of employment, I understand that false or misleading information given in my application or at any point in the selection process will result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.
  
- 6) I agree and understand that any employment offer is **conditional** upon the results of a post-offer medical examination, which may include psychological, drug and alcohol tests.
  
- 7) I agree not to commence any action or suit relating to my employment or the City's failure to offer me employment, more than six months after the date of termination of such employment or, if not hired, within six months of the date of the application, and to waive any statute of limitations to the contrary, unless such statute of limitations provides a shorter period of time in which to bring a claim or cause of action.
  
- 8) I understand, acknowledge and hereby consent to each of the above statements and conditions.**

Sign this application electronically. Example: /s/ John C. Smith

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

How did you hear about us? \_\_\_\_\_