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.

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 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 Highland Park 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 HIGHLAND PARK
HUMAN RESOURCE DEPARTMENT
12050 Woodward Ave.
Highland Park, Michigan 48203
PHONE # 313-252-0050

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.

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?

YES □ NO □

(CLASS / TYPE (C - 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

CHECK THE BOX FOR EACH QUESTION

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.)

Have you ever been arrested for a felony crime or have current felony charges pending?

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 Highland Park? If yes - What was your title? When?

EDUCATION

<table>
<thead>
<tr>
<th>NAME (LAST, FIRST)</th>
<th>NAME / LOCATION</th>
<th># OF YEARS COMPLETED</th>
<th>DIPLOMA OR DEGREE Y/N</th>
<th>COURSES OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
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<tr>
<td>College</td>
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<td>College</td>
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<td>Graduate</td>
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<tr>
<td>Vocational Training</td>
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</table>

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.

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Telephone (Including Area Code)</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>Dates of Employment</td>
</tr>
<tr>
<td></td>
<td>From ___ To ___</td>
</tr>
<tr>
<td>Your Job Title</td>
<td>Wages</td>
</tr>
<tr>
<td></td>
<td>Start ___ Last ___</td>
</tr>
<tr>
<td>Name and Title of Supervisor</td>
<td>Reason for Leaving</td>
</tr>
<tr>
<td>May we contact your present employer for a reference?</td>
<td>Yes ☐ No ☐</td>
</tr>
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<td>Name and Title of Supervisor</td>
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<tr>
<td>May we contact your previous employer for a reference?</td>
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## REFERENCES

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone # (Incl. Area Code)</th>
<th>Occupation</th>
</tr>
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## 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 Highland Park 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 __________

Revised 08/17

AN EQUAL OPPORTUNITY EMPLOYER
Notification and Authorization to Release Criminal Information for Employment Purposes

Notification

The position for which I am being considered requires me to consent to a criminal background check as a condition of employment. This check includes the following: Criminal history reference searches for felony and misdemeanor convictions at the county and federal levels of every jurisdiction where I currently reside or where I have ever resided.

Authorization

I hereby authorize City of Highland Park to conduct the criminal background check described above. In connection with this, I also authorize the use of law enforcement agencies and/or private background check organizations to assist City of Highland in collecting this information.

Position(s) Applied for:

Department:

Please print (for identification purposes):

Full Legal Name:  

First Middle Last

Other Names You Have Used in Past Seven Years:

Current Address:

Previous Address (most recent):

Addresses in the 7 years prior to completing this authorization:


Phone Number:  Alternate Phone Number:

Date of Birth:  Gender: Female Male

Month/Day/Year

Social Security Number:

Driver's License #: State of Driver's License:
Have you ever been convicted of a criminal offense or have any pending criminal charges against you?

Yes_______ (provide detail information)  No________

To the best of my knowledge, the information provided in this Notice and Authorization and any attachments thereto is true and complete. I understand that any falsification or omission of information may disqualify me for this position and/or may serve as grounds for the severance of my employment with City of Highland Park. By signing below I hereby provide my authorization to City of Highland Park to conduct a criminal background check.

Signature _______________________________ Date ________