

# Employment Application

## City of Highland Park Michigan

An Equal Opportunity Employer

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**Position applied for** \_\_\_\_\_ **Date** \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security # \_\_\_\_\_

Email \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Previous address \_\_\_\_\_ How long did you live there? \_\_\_\_\_

Birth Date \_\_\_\_\_ (mm/dd/yyyy)

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?  
(You will be required to provide documentation.)  Yes  No

Have you ever been bonded?  Yes  No

Do you have any mental or physical problems which may limit your ability to perform the  
particular job for which you are applying?  Yes  No If yes, please explain:

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Have you ever received compensation for injuries?  Yes  No If yes, please explain:

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Have you ever been convicted of a felony? (This will not necessarily affect your application.)  
 Yes  No

If yes, please describe conditions. \_\_\_\_\_

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**Education**

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment History** (start with most recent employer)

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Military Service**

Have you ever served in the Armed Forces?  Yes  No

Which Branch? \_\_\_\_\_ Date of Service \_\_\_\_\_ until \_\_\_\_\_

Active  Reserve Are you currently on **Active** Reserve?  Yes  No

Discharge:  Honorable  General  Dishonorable

**Personal References** (excluding former employers and relatives)

NAME	ADDRESS	PHONE

**Emergency Contact**

Name _____	Phone _____
Address _____	

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

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

Complete and return to:

<p><b>City of Highland Park</b>  <b>Human Resources Department</b>  <b>12050 Woodward Avenue</b>  <b>Highland Park MI 48203-3578</b></p> <hr style="width: 50%; margin: 0 auto;"/> <p><b>Telephone: (313) 252-0050 x241</b></p>
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