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 certifications 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 (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 deceased 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**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you legally authorized to work in the United States?</td>
<td>Can you provide documentation showing you’re authorized to work in the United States?</td>
</tr>
<tr>
<td>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.)</td>
<td>Have you ever been arrested for a felony crime or have current felony charges pending?</td>
</tr>
<tr>
<td>Are you at least 18 years old?</td>
<td>Have you ever been discharged or asked to resign from a position?</td>
</tr>
<tr>
<td>If yes – Explain fully using a separate sheet of paper, if necessary. (An affirmative answer does not automatically disqualify you from employment)</td>
<td>Have you ever been employed by the City Of Highland Park? If yes - What was your title?</td>
</tr>
</tbody>
</table>

**EDUCATION**

<table>
<thead>
<tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
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<td></td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational Training</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Dates of Employment</td>
</tr>
<tr>
<td>Your Job Title</td>
<td>From</td>
</tr>
<tr>
<td></td>
<td>Start</td>
</tr>
<tr>
<td>Name and Title of Supervisor</td>
<td></td>
</tr>
<tr>
<td>May we contact your present employer for a reference?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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<td>Yes</td>
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</tr>
</tbody>
</table>

# 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>
</thead>
</table>

# 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 pre-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
WAIVER & AUTHORIZATION FOR RELEASE OF INFORMATION

Sections A & B to be completed by all applicants (non-licensed, currently licensed, or previously licensed law enforcement officers)

Section A - Type or print only:

Last Name: ___________________________ First Name: ___________________________ Middle Name: ___________________________ Suffix (Jr, Sr, III): ___________________________

Social Security No.*: ___________________________ Date of Birth: ___________________________ Phone No.: ___________________________ Gender*: ___________________________ Race*: ___________________________

Residence Address (Street, City, State, Zip): ___________________________ Highest Degree: ___________________________

Drivers License No.: ___________________________ Issuing State: ___________________________ E-Mail: ___________________________

Section B – Authorization for release of information:

I hereby authorize any individual, agency or organization to furnish to the Michigan Commission on Law Enforcement Standards, their representatives and/or agents (including, but not limited to, academies or contractors) any and all information pertaining to my background and ability to comply with the standards for selection, employment, training and licensing as a law enforcement officer. Such information includes, but is not necessarily limited to: employment, criminal, academic, military, and personal histories; academic, attendance, and driving records; and medical records (includes medical/psychological, including diagnosis and prognosis, if any).

I hereby authorize any individual, agency or organization to release such information upon request. This authorization is executed with the full knowledge and understanding that the information is for official use by the Michigan Commission on Law Enforcement Standards and the .

Further, I hereby authorize the Michigan Commission on Law Enforcement Standards to release any and all records collected pursuant to this authorization to any individual, agency or organization for the legitimate purposes of fulfilling the Commission's statutory and administrative objectives.

I hereby release any individual, agency or organization, including its officers, employees and related personnel, both individually and collectively, from any and all damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this Authorization for Release of Information, or any attempt to comply with it.

This Authorization shall continue in effect until revoked by me in writing. A photostatic copy of this Authorization shall have the same force as the original.

Applicant Signature: ___________________________ Today's Date: ___________________________

***Section C to be completed by current or previously licensed law enforcement officers only***

Section C – Former Michigan employing law enforcement agency authorization:

I hereby authorize any and all of my former employing Michigan law enforcement agencies to provide the , with a copy of the record regarding the reason or reasons for, and circumstances surrounding, my separation of service created by any former employing law enforcement agency or agencies. (Under 2017 PA 128, MCL§28.581, et seq. a hiring law enforcement agency shall not hire a law enforcement officer unless the hiring law enforcement agency receives the record regarding the reason or reasons for, and circumstances surrounding, a separation of service from each prior employing law enforcement agency.)

Applicant Signature: ___________________________ Today's Date: ___________________________

AUTHORITY: 1965 PA 203; 2017 PA 128
COMPLIANCE: Voluntary
PENALTY: No License Activation/ Employment/ Academy Enrollment

* This information is confidential. Confidential information is protected by the Federal Privacy Act.

† This information is for the purposes of EEO reporting only.

Type or print the name of the hiring law enforcement agency or the enrolling academy.