

PRINT NAME _____
(Last) (First)



City of Eastpointe

Application For Employment

Municipal Offices
23200 Gratiot Avenue
Eastpointe, Michigan 48021

We appreciate your interest in our City and assure you that we are sincerely interested in reviewing your qualifications. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a medical condition or handicap which is not job related.

1. Filing an application does not imply that you will be interviewed or hired, but that you will be considered for vacancies in which you meet the minimum qualifications based upon your stated occupational preference.
2. Applications are considered active for one year.
3. PLEASE PRINT

Position Applied For: _____ Date of Application _____
____ Police Officer ____ Firefighter ____ Laborer ____ Clerical
____ Other (specify) _____

Are you available to work ____ Full-time ____ Part-time ____ Temporary

PERSONAL INFORMATION

Name _____ Social Security # _____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City) (State) (Zip)

Telephone No. (____) _____ Business Telephone No. (____) _____

Age: Are you over 18? Yes No

Do you have the legal right to live and work in the U. S.? Yes No

If not a citizen of the United States, do you intend to become a citizen of the United States? Yes No

Have you ever worked for the City of Eastpointe before? Yes No

If yes, give position and dates employed: _____

Have you ever filed an application with the City of Eastpointe? Yes No
If yes, give date _____.

Do you have any relatives employed with the City: Yes No

If yes, please list: _____

Are you employed now? Yes No

May we contact your present employer? Yes No

On what date would you be available to work? _____

Police applicants only: Have you ever been arrested? If so, when, where and nature of offense:

Have you, since the age of 18, ever been convicted of a misdemeanor or felony?
 Yes No If yes, please explain _____

Are any criminal charges currently pending against you? If so, please explain: _____

NOTE: A conviction will not necessarily prevent you from being considered for employment. Each conviction will be evaluated on its own merit with respect to time, circumstances and seriousness.

Have you ever been dismissed from or asked to resign from any employment position?
If so, please explain: _____

Are you a veteran of the U. S. military service? Yes No

If yes, indicate dates of duty, whether active or reserves, and provide reasonable proof:

Do you possess valid Michigan Driver's License? Yes No

NOTE: For most positions in the Police, Fire, Public Works, Water and Parks and Recreation Departments, applicants must have and maintain a good driving record. If you are applying for a position in one of these departments, please complete the following:

Michigan Driver's License Number ___ - _____ - _____ - _____ - ____

Have you accumulated more than four (4) points within the last three years?

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

	Employer	Telephone () -
	Address	Employed (State Month and Year) From To
1	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving
	Employer	Telephone () -
	Address	Employed (State Month and Year) From To
2	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving
	Employer	Telephone () -
	Address	Employed (State Month and Year) From To
3	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving
	Employer	Telephone () -
	Address	Employed (State Month and Year) From To
4	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving
	Employer	Telephone () -
	Address	Employed (State Month and Year) From To
5	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT

Employer Number(s) _____
Reason _____

NOTE: Account for periods of time in which you were not employed. If you need additional space, please continue on a separate sheet of paper.

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
Elementary			5	6	7	8	___ Yes ___ No	
High			1	2	3	4	___ Yes ___ No	
College			1	2	3	4	___ Yes ___ No	
Other (Specify)			1	2	3	4	___ Yes ___ No	

If you attended college, did you take any courses that directly relate to the job for which you are applying?

Have you ever belonged to a club, organization, society or professional group which has a direct bearing upon your qualification for the job which you are seeking? (Do not include organizations which would reveal race, religion, physical handicap, marital status, age or ancestry.)

Please add any additional information about your special skills and qualifications which you feel may aid us in evaluating your suitability for employment.

IN CASE OF AN EMERGENCY, PLEASE NOTIFY:

Name _____ Phone No. _____

Address _____

PLEASE PROVIDE THE FOLLOWING INFORMATION ON THREE PERSONS WHO ARE FAMILIAR WITH YOUR QUALIFICATIONS AND CHARACTERISTICS.

Do not include previous employers or relatives.

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) will result in discharge.

Signature of Applicant

Date

HANDICAPPER ACCOMMODATION STATEMENT

Michigan Law requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the City in writing of the need for accommodation within 182 days of the date the handicapper knows or should know that an accommodation is needed. Failure to properly notify the City will preclude any claim that the employer failed to accommodate the handicapper.

I have read and understand the above statement: _____
Applicant's Initials

CITY of EASTPOINTE

■ APPLICANT DATA RECORD –

(Supplement to Employment Application)

The City of Eastpointe is an **Equal Opportunity Employer**, and qualified applications are considered without regard to race, color, religion, sex, national origin, age, handicap, marital or veteran status.

The following application information is required for the purpose of preparing periodic reports to the Federal government or other record keeping in compliance with Federal requirements. To assist us in these compliance requirements, please complete the Applicant Data Record. The submission of affirmative action information in this Data Record will be maintained in a confidential file separate from the Application for Employment.

Position Applied For: _____

Date: _____

_____ Police Officer

_____ Firefighter

_____ Laborer

_____ Clerical

_____ Other

(specify) _____

Name _____ Phone (_____) _____

(Last)

(First)

(Middle)

Address _____

(Number)

(Street)

(City)

(State)

(Zip)

Check one: _____ Male _____ Female

Check one of the following:

Race/Ethnic Group: _____ White

_____ Black

_____ Hispanic

_____ American Indian/Alaskan Native

_____ Asian/Pacific

Islander

Check if any of the following are applicable:

_____ Veteran

_____ Disabled Veteran

_____ Handicapped Individual

How did you become aware of this employment opportunity?

_____ Macomb Daily

_____ Detroit News

_____ Detroit Free Press

_____ Posting in City Hall

_____ City Web Site

_____ Michigan Talent Bank

_____ Other (explain) _____