



APPLICATION FOR EMPLOYMENT CITY OF ALLEN PARK, MICHIGAN

OFFICE USE ONLY
Application Receipt
Initials: _____ Date: _____

The City of Allen Park is an equal opportunity employer and considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, height, weight, marital status or any other protected category in accordance with federal, state or local law. The City also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws.

IMPORTANT:

This application must be filled out completely and submitted to the City of Allen Park Human Resources Department as follows:

By email: hrsearch@cityofallenpark.org (Preferred Method)

By mail or in person: 15915 Southfield Road, Allen Park, MI 48101 (Attn: HR Department)

- Please type or print your name on the top of pages 2 & 3.
- This Application constitutes a part of the application process and must be completed in full. Any falsification or fraudulent omission or incomplete information in this application may be grounds for disqualification.
- A written examination may be required. When a written examination is conducted, you will be notified of the date, time and place. You must be present at the time specified as make-up tests are not given. In addition to a written examination you may be required to take and pass an oral interview(s), and demonstrable proficiency examination.
- Employment is contingent upon passing a post-offer background screen, drug screen, and physical exam.

GENERAL INFORMATION:

(Please print legibly)

For Position(s): _____ **Date:** _____

Legal Name: _____
First Middle Last Suffix

Address: _____
Street City State Zip

Email: _____ **Phone:** _____

Are you legally entitled to work in the United States? - - - - - **Yes** **No**

(If hired, you will be required to provide proof of citizenship or immigration status, as required by law.)

Are you over 18 years or older? - - - - - **Yes** **No**

List any other names you have used. (or indicate "n/a"): _____

How did you hear about the position? _____

List the names and relationships of relatives that work for the City of Allen Park: _____

Can you perform the duties of the position, with or without accommodation? - - - **Yes** **No**

Candidate Name: _____

Position _____

Have you ever been convicted of a felony or misdemeanor? -----Yes No
(A conviction will not necessarily be a bar to employment. The nature and circumstance of a conviction will be considered in any employment related decision.)

Are there any felony charges currently pending against you? -----Yes No

If yes, please explain: _____

AVAILABILITY:

Are you seeking Part Time Employment or Full Time Employment? _____

What days and times are you available for work? _____

Are you available to work overtime, if needed? -----Yes No

EDUCATION:

	Name & Address	Course of Study	# of Years Completed	Did you graduate?
High School				
College				
Post Graduate				
Business/Trade				
Other				
Extracurricular Activities				

Please list any related licenses, certifications, or specialized skills (including driver license)

License/Certification/Skill	Number	Expiration Date	Description

EMPLOYMENT HISTORY:

Have you ever been employed by the City of Allen Park? -----Yes No

Dates of Employment		Department	Position	Nature of Duties
From	To			

List Below, all previous employers – start with your present or last job. Add additional pages of this form if necessary.

May we contact the employers listed below: ----- Yes No

Employer Name	Address	Phone	Dates Employed	
			From	To
Supervisor (Name and Title)				
Job Title and Duties			Hourly Rate/Salary	
			Starting	Final
Reason for Leaving				

Employer Name	Address	Phone	Dates Employed	
			From	To
Supervisor (Name and Title)				
Job Title and Duties			Hourly Rate/Salary	
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Employer Name	Address	Phone	Dates Employed	
			From	To
Supervisor (Name and Title)				
Job Title and Duties			Hourly Rate/Salary	
			Starting	Final
Reason for Leaving				

ACKNOWLEDGEMENT

I understand that answers given herein are true, complete and correct 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. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____