



Employment Application

City of North Muskegon

1502 Ruddiman Drive
North Muskegon, MI 49445

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the City Clerk's Office.

I. GENERAL INFORMATION

Date: _____

Name: _____
(Last Name) (First Name) (Middle Name)

Address: _____
(City) (State) (Zip)

Daytime Telephone Number (____) _____ Evening Telephone Number (____) _____

Cell Phone Number (____) _____ Drivers License Number: _____

Position applied for: _____

II. PERSONAL INFORMATION

Are you 18 years of age or older? Yes No

Have you ever been convicted of a crime? Yes No

If you are hired for a job here, when would you be available to start work? _____

Are you legally eligible for employment in the United States? Yes No

III. EDUCATIONAL BACKGROUND

School Name & Address	Courses	Number of Years Attended	Did you Graduate?	Diploma or Degree Received
High School				
College				
Other, Specify				

Do we have your permission to check your records at the above institutions? Yes No

V. MILITARY SERVICE RECORD

Where you in the U. S. Armed Forces? Yes No If yes, what branch? _____

Dates of Duty: From: _____ to: _____
Month/Year Month/Year

Rank at discharge: _____ List duties in service, including special training: _____

Have you ever taken any training under the G.I. Bill of Rights: Yes No

If yes, list training? _____

VI. PERSONAL REFERENCES

Name and Occupation	Telephone	Years Known	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VII. ADDITIONAL INFORMATION

Are there any other skills or experiences which you feel would especially qualify you for work with the City of North Muskegon?

Have you ever been bonded? Yes No If yes, on what job(s)? _____

Do you have any relatives now employed by the City of North Muskegon (including City Council members)? Yes No

If yes, indicate his or her name _____ and relationship _____

The facts set forth in my application for employment are true and complete. I understand that if employed, any misrepresentations or omissions made by me on this application shall be sufficient cause for dismissal from the employer's service, whenever it is discovered.

The City of North Muskegon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, disability or national origin.

IV. EMPLOYMENT HISTORY

List below all present and past employers, beginning with your most recent.

EMPLOYER
Name: _____ Address: _____
Phone: (____) _____
City State Zip
Name of supervisor: _____ Can we contact them for references? Yes No
Duties and Responsibilities: _____

Employed from: _____ Starting Salary/Wage: _____
Month/Year
Employed to: _____ Ending Salary/Wage: _____
Month/Year
Reason for leaving: _____

EMPLOYER
Name: _____ Address: _____
Phone: (____) _____
City State Zip
Name of supervisor: _____ Can we contact them for references? Yes No
Duties and Responsibilities: _____

Employed from: _____ Starting Salary/Wage: _____
Month/Year
Employed to: _____ Ending Salary/Wage: _____
Month/Year
Reason for Leaving: _____

EMPLOYER
Name: _____ Address: _____
Phone: (____) _____
City State Zip
Name of supervisor: _____ Can we contact them for references? Yes No
Duties and Responsibilities: _____

Employed from: _____ Starting Salary/Wage: _____
Month/Year
Employed to: _____ Ending Salary/Wage: _____
Month/Year
Reason for leaving: _____

Attach additional page if necessary.

VII. AGREEMENTS AND PERMISSIONS

I hereby give the City of North Muskegon permission to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

This application is current for 12 months. I understand that at the conclusion of this time, if I have not been contacted by the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that, if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application is not an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this employer's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I hereby certify that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date: _____