



CITY OF FARMINGTON

Employment Application

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

| | |
|-------------------------|---------------------|
| Position(s) Applied For | Date of Application |
|-------------------------|---------------------|

How Did You Learn About Us?

Advertisement
 Friend
 Walk-in
 On-line Job Board
 Employment Agency
 Relative
 Other: _____

| | | |
|-----------|------------|----------------|
| Last Name | First Name | Middle Initial |
|-----------|------------|----------------|

Address

| | |
|----------------|------------------|
| E-Mail Address | Telephone Number |
|----------------|------------------|

- Are you 18 years of age or over? Yes No
- Have you ever filed an application with us before? Yes No
If Yes, give date _____
- Have you ever been employed with us before? Yes No
If Yes, give date _____
- Are you currently employed? Yes No
- May we contact your present employer? Yes No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No
Proof of citizenship will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Temporary

Have you been convicted of a crime? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

Have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION:

| | | Years | Diploma | Courses |
|---------------------|--|-------|---------|---------|
| High School | | | | |
| | | | | |
| College | | | | |
| | | | | |
| Graduate | | | | |
| | | | | |
| Vocational Training | | | | |
| | | | | |

List any awards or honors earned while in school: _____

List any other educational training, including military service, apprenticeships, volunteer work, skills, licensing and/or certificates that may assist you in performing the position for which you are applying:

REFERENCES: *(do not include relatives)*

| Name | Email | Phone Number | Relationship to Applicant and Years Acquainted |
|------|-------|--------------|--|
| | | | |
| | | | |
| | | | |

ADDITIONAL INFORMATION:

Do you have a valid driver's license? Yes No

List professional, trade, business or civic activities and offices held, but please do not include any groups the name or character of which indicate race, color, religion, sex, age, national origin, handicap, marital or veterans status or disability or any legally protected status:

Please explain any gaps in your employment, other than those due to personal illness, injury, or disability:

EMPLOYMENT EXPERIENCE: Start with your present or last job.

1.

| | | | |
|--------------------|---|--|----------------|
| Employer | Dates From To | | Work Performed |
| Address | | | |
| Job Title | Hourly Rate / Salary Starting Final | | |
| Supervisor | | | |
| Reason for leaving | | | |

2.

| | | | |
|--------------------|---|--|----------------|
| Employer | Dates From To | | Work Performed |
| Address | | | |
| Job Title | Hourly Rate / Salary Starting Final | | |
| Supervisor | | | |
| Reason for leaving | | | |

3.

| | | | |
|--------------------|---|--|----------------|
| Employer | Dates From To | | Work Performed |
| Address | | | |
| Job Title | Hourly Rate / Salary Starting Final | | |
| Supervisor | | | |
| Reason for leaving | | | |

4.

| | | | |
|--------------------|---|--|----------------|
| Employer | Dates From To | | Work Performed |
| Address | | | |
| Job Title | Hourly Rate / Salary Starting Final | | |
| Supervisor | | | |
| Reason for leaving | | | |

State any additional information that you feel may be helpful to us in considering your application:

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. By signing this application, I release the City of Farmington and my prior employers from liability arising out of information requested or disclosed.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

State and federal laws require the City of Farmington to make reasonable accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the City. Michigan law provides that employees and applicants may request an accommodation of their disability by notifying the City of Farmington in writing of the need for accommodation within 182 days of the date that the individual knows or should know that an accommodation is needed. This requirement does not waive an individual's rights under the Americans with Disabilities Act.

I agree that any claim or lawsuit relating to my employment with the City of Farmington must be filed no later than six months after the employment action that is the subject of the claim or lawsuit, unless applicable law provides for a shorter statute of limitations, in which case the shorter limitation period controls. This paragraph does not apply to claims based on federal law for which filing a charge with the Equal Employment Opportunity Commission is a prerequisite to filing a lawsuit.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I must pass a medical examination (with or without a drug test) from a City-appointed physician at no cost to myself. This examination must be completed prior to my first day of employment, if hired. I understand, also, that I am required to abide by all rules and regulations of the employer.



Signature of Applicant

Date

If driving is required for the position you are applying for:

Driver's License Number: _____