



City of Center Line

Application for Employment

To the Applicant: We appreciate your interest in the City of Center Line and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position, which, in our judgment, best meets your qualifications. We are an equal opportunity employer and shall consider qualified applicants for all positions without regard to race, color, disability, sex, religion, national origin, age, marital or veteran status and any other prohibited basis.

PERSONAL INFORMATION

Name: _____ Date of Application: _____

Mailing Address: _____
(Street) (City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____ Email: _____

Are you 18 years or older? Yes ___ No ___

Are you authorized to work in the United States? Yes ___ No ___

Have you been previously employed here? Yes ___ No ___ If yes, date(s): _____

Supervisor's Name: _____

Have you filed an application before? Yes ___ No ___ If yes, date(s): _____

List any friends or relatives working here: _____

EMPLOYMENT DESIRED

Position(s) applied for: _____

Kind of work sought: Full Time ___ Part Time ___ Other _____

If part-time, please specify hours and days desired: _____

Salary or Hourly Wage Desired: _____ Date available to work: _____

MILITARY SERVICE RECORD

Have you had any experience in the armed Forces of the United States or in a State National Guard? Yes / No

If yes, what branch? _____ Rank at discharge: _____ Date of discharge: _____

Are you in the reserves? Yes ___ No ___ If yes, date obligation ends: _____

Special/technical training: _____

7070 E. 10 Mile Rd., Center Line 48015 - 586-757-6800

www.centerline.gov

"Smalltown Lifestyle in the Heart of Metro-Detroit"

EMPLOYMENT EXPERIENCE (List current or most recent job first)

Employer	Dates From To	Work Performed
Address		
Job Title	Hourly Rate/Salary From To	
Supervisor		
Reason for Leaving		
Employer	Dates From To	Work Performed
Address		
Job Title	Hourly Rate/Salary From To	
Supervisor		
Reason for Leaving		
Employer	Dates From To	Work Performed
Address		
Job Title	Hourly Rate/Salary From To	
Supervisor		
Reason for Leaving		

EDUCATION

	Name/Location	Years	Diploma	Courses of Study
Elementary				
High School				
College				
Graduate School				
Vocational/Training				

Other educational training: _____

REFERENCES (Do not include relatives or former employers)

	Name	Address	Phone	Years Acquainted
1				
2				
3				

CRIMINAL RECORD

Have you ever been convicted of or have pleaded “no contest,” “nolo contendere,” or “guilty” to a crime (a felony or a misdemeanor) that has not been judicially ordered sealed or expunged or statutorily eradicated? **(You may exclude minor traffic offenses, such as, for example, traffic tickets).** Yes _____ No _____

If yes, state: when, where, nature of offense, location of court, and sentence: _____

- **A conviction will not automatically bar you from employment.**
- **Each conviction will be evaluated on its own merits with respect to the offense, the date of the conviction, and the sentence imposed.**
- **All circumstances will be considered, including your age at the time of the offense, the date of the offense, the seriousness of the offense, and the job for which you are applying.**

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

If yes, state:

- Where the charges are pending: _____
- Nature of the pending charges: _____
- Location of the court: _____

LICENSES AND CERTIFICATIONS

Applicants should complete this section concerning driver’s licenses only if driving is a job duty of the position for which the applicant has applied.

Do you have a valid driver’s license? Yes _____ No _____

Driver’s License #: _____ State Issued: _____

Do you have any other licenses or certifications that are related to the position for which you have applied?

Yes _____ No _____

If yes, list certificates and licenses: _____

PROFESSIONAL ORGANIZATIONS

List professional, trade, business or civic activities and offices held excluding groups in which the name or character of which indicate race, color, religion, sex, national origin, handicap, marital or veteran’s status: _____

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

AUTHORIZATION AND UNDERSTANDING

I understand that this Application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still would like to be considered for employment, it will be necessary for me to reapply and fill out a new Application.

Release of Prior Personnel Records

I give you my permission to verify any of the information concerning my employment, education, credit or medical history with the appropriate individuals, organizations, or governmental agencies. I give these individuals, organizations, or governmental agencies my permission to release any information that you need, including my previous disciplinary record, without requiring them to contact me or give me written notice before revealing the information to you. By signing this application, I release you and them from any liability whatsoever arising out of any information request or disclosure.

At-Will Employment Status

I AGREE THAT EITHER PARTY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP, WITH OR WITHOUT CAUSE, AT ANY TIME, FOR ANY REASON, AND I FURTHER AGREE THAT THIS ARRANGEMENT MAY ONLY BE CHANGED BY THE CITY COUNCIL AT A REGULAR SCHEDULED COUNCIL MEETING OR, IF MY EMPLOYMENT IS SUBJECT TO A COLLECTIVE BARGAINING AGREEMENT WHICH DOES NOT PROVIDE FOR AT-WILL EMPLOYMENT. I agree that I shall be bound by the other rules, polices, regulations, and terms and conditions of employment of the City as they are from time to time changed and that no additional obligations can be imposed by me on the City except those which have been acknowledged, in writing, by the City Manager. I further agree that my employment is conditional upon satisfactory completion of documentation as required by the Immigration Reform and control Act of 1986 and until such time as the results of my pre-employment physical (if such physical is required) are known.

Disability Accommodation Request

I understand that Michigan law requires employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer. I further understand disabled employees and applicants may request an accommodation of their disability by notifying the City in writing of the need for accommodation within 182 days of the date the disabled person knows or should know that an accommodation is needed. Failure to properly notify the City will preclude any claim that the City failed to accommodate the disabled person. There is no such requirement under federal law.

Accuracy of Statements

By signing this application, I agree that all of the information now or later given by me in support of my application for employment is true and complete. I agree that any false information in support of my application may subject me to discharge at any time during my employment.

Applicant Signature

Date

DISCLOSURE AND AUTHORIZATION FOR USE OF BACKGROUND INQUIRY

I understand that in connection with my application for employment (including contract for services) and as part of my employment if I should become employed by the City of Center Line. (the "City"), that the City may obtain consumer and/or investigate consumer reports regarding

me. I understand that the City may use those reports for employment purposes, for example, in order to evaluate me for employment, promotion, reassignment or retention as an employee.

“Consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living, as is defined in the federal Fair Credit Reporting Act, which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing my eligibility for previous employers, reason for termination of employment, job performance, work experience driving record and auto accidents. I further understand that such reports may contain credit account information and/or public record information, including but not limited to my driving record, workers’ compensation claims, credit, bankruptcy proceedings, criminal records, school records, tax liens and outstanding judgements from federal, state, local and other agencies and former employers which maintain such records. An “investigative consumer report” may also contain information on my character, general reputation, personal characteristics, or mode of living obtained through personal interviews with my neighbors, friends, or associates or with others with whom I am acquainted. A “consumer reporting agency” is a person or business which, for monetary fees, dues, or on a cooperative non-profit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others.

In the event that the City obtains an investigative consumer report about me, I have the right, upon written request made within a reasonable time from the date that I received this Disclosure and Authorization for Use of Consumer Report, to a complete and accurate disclosure of the nature and scope of the investigation.

By signing below, I acknowledge that I have received this Disclosure and Authorization for Use of Consumer Report, and I authorize the City to obtain any investigative or other consumer report(s) regarding me that it deems necessary. If hired (or contracted), this Disclosure and Authorization shall remain on file and shall serve ongoing authorization for the City to obtain consumer report(s) for employment purposes.

Name (print)

Social Security Number

Driver’s License Number & State

Date of Birth

Other Names by Which I Have Been Known

Current Address, including city, state and country

Previous Address, including city, state and country

Applicant’s Signature

Date