

## Application for Employment

Important: Read carefully and print answers to every question. (All information given on this application will be treated confidentially.)

### **Employment Policy:**

The City of Ferrysburg seeks to fill positions without consideration of race, color, religion, sex, age, national origin, height, weight, marital status, veteran status, physical or mental handicap (except where job related).

The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals within the protected age group defined by the Act.

A routine inquiry may be made during the initial or subsequent processing of your application which will provide applicable information concerning character, general reputation, personal characteristics and skills. Upon your written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided to you.

By your submission of this application, you hereby authorize the City to conduct such inquiries.

An equal opportunity employer.

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I hereby certify that the answers given by me on this application are true and correct, without significant omissions of any kind. I authorize present and former employers, and individuals I have listed as personal references, to furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information. I am aware that any misstatement or omissions of material facts on this application may be cause for immediate dismissal.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**Personal Data:**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Do you have the legal right to live and work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you under 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a Michigan drivers License? Yes \_\_\_\_\_ No \_\_\_\_\_ Number \_\_\_\_\_

Have you ever served in the armed forces? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what branch of the armed forces \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been employed by the City of Ferrysburg? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, date and position \_\_\_\_\_

Position applying for \_\_\_\_\_

Relatives employed by the City of Ferrysburg \_\_\_\_\_

**References:**

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Education:**

High School \_\_\_\_\_ Grade Completed \_\_\_\_\_

College/University \_\_\_\_\_ Year Completed \_\_\_\_\_

Vocational School \_\_\_\_\_ Year Completed \_\_\_\_\_

Degree Received \_\_\_\_\_

**Employment History:**

Present Employer \_\_\_\_\_ Address \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_

Starting Wages \_\_\_\_\_ Ending Wages \_\_\_\_\_

Starting Position \_\_\_\_\_ Ending Position \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Responsibilities \_\_\_\_\_

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**Past Employer** \_\_\_\_\_ Address \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_

Starting Wages \_\_\_\_\_ Ending Wages \_\_\_\_\_

Starting Position \_\_\_\_\_ Ending Position \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Responsibilities \_\_\_\_\_

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**Past Employer** \_\_\_\_\_ Address \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_

Starting Wages \_\_\_\_\_ Ending Wages \_\_\_\_\_

Starting Position \_\_\_\_\_ Ending Position \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Responsibilities \_\_\_\_\_

**List any equipment you have operated:**