

Work Experience

Start with most recent position

Place of Employment	Supervisor	Phone Number	Dates of Employment	Basic Duties

Certifications/Licenses

Please list any current certifications or licenses and expiration dates.

Volunteer Experience

Please describe any volunteer experiences you have had.

Special Qualifications

List any other skills that would qualify you for this position.

Personal References

Not relatives or employers listed above.

Name Phone Number Number of years known

Name Phone Number Number of years known

Thank you for applying with the City of Huntington Woods

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AUTHORIZATION AND UNDERSTANDING

I certify that information given in this Application and related documentation is true and complete without qualification. I understand that Huntington Woods may investigate my work and personal history and verify all data given on this Application, on related papers, and in interviews and I authorize Huntington Woods to do the same. This inquiry may include information as to my character, general reputation and personal characteristics, and I consent to the conduct of this inquiry. I authorize all individuals, schools and employers named, except as specifically limited on this application, to provide information requested about me, and I release them from liability for damages in providing this information. I understand and acknowledge that Huntington Woods is entitled to rely on the representations made by me in the hiring process, and therefore, I understand and acknowledge that any misrepresentation or omission of fact by me can result in immediate discharge if deemed appropriate by the City.

I also understand and acknowledge that if hired, my employment and compensation will be at the will of Huntington Woods and can be terminated, with or without cause, and with or without notice, at any time at the option of either Huntington Woods or myself. This at-will relationship may only be altered by the terms of a collective bargaining agreement which covers my position, or through a written contract signed by myself and the City Manager. Furthermore, I agree that if I become employed by Huntington Woods, then in consideration for my employment I will not commence any action, including any administrative claim or suit, against the City or its agents more than 180 calendar days after the date of the event giving rise to said action(s), including but not limited to any action which in any way relates to my employment and/or termination of my employment, and I hereby waive any statute of limitations to the contrary.

Applicant’s Signature: _____ Date: _____

PLEASE READ

Huntington Woods is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, national origin, religion, citizenship, handicap, height, weight and marital status. Under the Michigan Handicapper’s Civil Right Act and the Federal Americans With Disabilities Act, an employer has a legal obligation to accommodate an employee’s or job applicant’s handicap unless the accommodation would impose an undue hardship on the employer. A handicapper may allege a violation against an employer regarding a failure to accommodate his or her handicap under Michigan law only if the handicapper notifies the employer in writing of the need for accommodation within 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed.
