



**APPLICATION FOR EMPLOYMENT
CITY OF HUNTINGTON WOODS
26815 SCOTIA ROAD
HUNTINGTON WOODS MI 48070**

AN EQUAL OPPORTUNITY EMPLOYER

(Please Print)

Last Name	First Name	Middle Name
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Is any additional information relative to a different name necessary to check work or other records? _____

If yes, please explain: _____

Present Address: _____

Length of time at this address: _____

Previous address if less than one (1) year at above: _____

Telephone number: _____

Have you ever applied to work for the City before? _____

When can you start? _____

Are you 18 years of age or older? Yes No

What equipment can you operate? _____

List any professional or trade licenses or certificates: _____

Have you ever been dismissed from or asked to resign from any employment position? _____

If yes, explain: _____

Are any of your relatives current or former employees of the City of Huntington Woods?

WORK EXPERIENCE

Place of Employment _____ Supervisor _____

Dates of Employment _____ Job Title _____

Telephone Number _____ Duties _____

Place of Employment _____ Supervisor _____

Dates of Employment _____ Job Title _____

Telephone Number _____ Duties _____

Place of Employment _____ Supervisor _____

Dates of Employment _____ Job Title _____

Telephone Number _____ Duties _____

If presently employed, may we contact your supervisor? Yes ___ No ___

PERSONAL REFERENCES

(Not Former Employers or Relatives)

Name & Occupation

Address

Phone #

_____ Street _____ Work Phone # _____

_____ City _____ Home Phone # _____

State _____ Zip _____

Name & Occupation

Address

Phone #

_____ Street _____ Work Phone # _____

_____ City _____ Home Phone # _____

State _____ Zip _____

EDUCATIONAL BACKGROUND

High School: _____

Location: _____

Subjects Studied: _____ Diploma: Yes _____ No _____

College: _____

Location: _____

Degree &/or Major Field(s) of Study: _____

Graduate School: _____

Location: _____

Degree &/or Major Field(s) of Study: _____

Are there any other experiences, skills or qualifications which you feel would especially qualify you for work with the City of Huntington Woods? (Applicants are encouraged to submit resumes or other pertinent information in written form.)

For positions that require driving do you have a valid Drivers License? _____

For positions that require driving what is your Drivers License Number: _____

Have you ever been convicted of a crime?* _____ Yes _____ No

If so, when, where and nature of offenses:

Are there any criminal charges pending against you?* ___ Yes _____ No

If so, please explain:

*A yes response does not automatically disqualify a job applicant from further consideration. Each situation is evaluated relative to the job being sought.

In case of an emergency, we should notify:

Name	Address	Phone No.
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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 any lawsuit or claim against the City, or its agents, arising out of my employment or termination of employment (including but not limited to claims arising under state, federal or local civil rights laws) must be brought within the following time limits or forever be barred: (a) for lawsuits requiring the filing of a Charge of Discrimination with the EEOC, within 90 days after the EEOC issues a Notice of Right to Sue; or (b) for all other actions, including any administrative claim or suit, within the shorter of (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute. 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, disability, height, weight and marital status. Under the Michigan Persons with Disabilities Civil Right Act (PWDCRA) and the federal Americans with Disabilities Act (ADA), an employer has a legal obligation to accommodate an employee's or job applicant's disability unless the accommodation would impose an undue hardship on the employer. A person with a disability may allege a violation against an employer regarding a failure to accommodate under Michigan law only if the person with a disability notifies the employer in writing of the need for accommodation within 182 days after the date the person with a disability knew or reasonably should have known that an accommodation was needed.
