



City of Mt. Pleasant Application for Employment

320 West Broadway Street
Mt. Pleasant, Michigan 48858-2447
www.mt-pleasant.org
(989) 779-5314
People with hearing loss: Dial 7-1-1

The City of Mt. Pleasant is an Equal Opportunity Employer.

We consider all candidates without regard to sex, race, color, age, height, weight, marital status, national origin, religion, disability, color, familial status, sexual orientation, gender identity or expression, genetic traits, veteran status, or any other legally protected status or activity.

We will attempt to provide reasonable accommodation for eligible individuals upon request.

Instructions

Type or print in ink. Complete all questions, using additional paper if necessary. Writing "see resume" is not appropriate.

Position applied for: _____ Where did you see this position advertised: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone #: (____) _____ Cell #: (____) _____ E-Mail Address: _____

If you are under 18 years of age, and it is required, can you provide a work permit? Yes No
If "Yes", please attach a work permit. If "No", please explain _____

Have you ever been employed by the City of Mt. Pleasant? Yes No
If "Yes", please give dates of employment and position _____

Do you have any friends or family employed by the City of Mt. Pleasant? Yes No
Please provide their names, departments, and relationship to you _____

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

Would you like this application to remain confidential during the pre-interview phase? Yes No

Date available for work: ____/____/____ What is your desired salary or hourly rate? _____

Type of employment desired Full-time Part-time Seasonal/Variable Hour Educational Internship

Can you work overtime and/or weekends if required? Yes No

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, need for an accommodation, or your specific situation. These issues may be discussed at a later stage.

Yes No I have not reviewed the "essential functions" of the position for which I am applying.

Excluding minor traffic civil violations, have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If "Yes", provide date(s) and details _____

Note: Except where required by law, a conviction will not necessarily bar you from employment.

Are there any felony charges pending against you? Yes No

If "Yes," provide date(s) and details _____

Note: Pending charges will not necessarily bar you from employment. Do not identify any pending misdemeanor charges.

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

If "Yes", please explain _____

Employment History

List your employment history for the past 10 years, starting with your current or most recent employer.

Note: A less-than-honorable discharge from the U.S. Armed Forces is not an absolute bar to employment, depending on the nature of the job sought. Further, a medical discharge from the U.S. Armed Forces will have no impact on your employment chances unless you are unable to perform the essential functions of the job for which you have applied with or without a reasonable accommodation.

<p>Starting Job Title/Final Job Title _____</p> <p>Company Name and Immediate Supervisor _____</p> <p>Address _____</p> <p>City, State, Zip _____ Telephone # _____</p> <p>Describe the type of work performed _____ _____</p> <p>Reason for leaving: _____</p>	<p>Dates employed (Month/Year) From: _____ / _____ To: _____ / _____</p> <p><u>Starting</u> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ Bonus/Commission/Other? \$ _____</p> <p><u>Final</u> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ Bonus/Commission/Other? \$ _____</p> <p>Average hours worked per week: _____</p> <p>Number of employees supervised: _____</p> <p>May we contact this employer for reference <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Starting Job Title/Final Job Title _____</p> <p>Company Name and Immediate Supervisor _____</p> <p>Address _____</p> <p>City, State, Zip _____ Telephone # _____</p> <p>Describe the type of work performed _____ _____</p> <p>Reason for leaving: _____</p>	<p>Dates employed (Month/Year) From: _____ / _____ To: _____ / _____</p> <p><u>Starting</u> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ Bonus/Commission/Other? \$ _____</p> <p><u>Final</u> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ Bonus/Commission/Other? \$ _____</p> <p>Average hours worked per week: _____</p> <p>Number of employees supervised: _____</p> <p>May we contact this employer for reference <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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For positions listed in your employment history, please identify any aliases or alternative names used: _____

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

Computer Skills – Indicate software titles and list skill level as either **N** for Novice, **I** for Intermediate, or **E** for Expert

Word Processing _____	Skill Level _____	Internet _____	Skill Level _____
Spreadsheet _____	Skill Level _____	Graphics _____	Skill Level _____
Presentation _____	Skill Level _____	Typing (WPM) _____	Skill Level _____
E-Mail _____	Skill Level _____	Ten Key _____	Skill Level _____
Database _____	Skill Level _____	Other: _____	Skill Level _____

Summarize any special training, accomplishments, professional memberships, skills, licenses, and/or certificates (CDL, MCOLES, military experience, trade specific licenses, CPR) that may assist you in performing the position for which you are applying: _____

Educational Background

<u>Highest grade completed in high school</u> 8 9 10 11 12 GED Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Name of High School</u>	<u>Location</u>	
		Degree or Trade	Credit hours completed or documentation
College, University, Vocational, Trade, or Technical School	Areas of Study		

References

Provide the name, relationship, and telephone number of five non-related school, business or work references.

NAME	TITLE	RELATIONSHIP	TELEPHONE	# OF YEARS KNOWN

Applicant Statement

Instructions: Please carefully read the following paragraphs and initial each paragraph. By doing so, you hereby acknowledge that you have read, understand, and agree to the terms.

I certify that the information in this application is true, complete, and correct to the best of my knowledge and I understand that any falsification, misstatement, misrepresentation, or omission of any information submitted in connection with my application, resume, or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal from employment. I agree to notify the City of Mt. Pleasant ("City") if any of the information disclosed in this application changes while my application is pending or, if hired, during my employment.

I understand that the employer, the City, does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law. _____

I understand that under Michigan Law, disabled applicants and employees may request an accommodation for their disability by notifying the City, in writing, of the need for an accommodation within one hundred eighty two (182) days of the date the individual knew or reasonably should have known that an accommodation was needed. Failure to do so will preclude a claim that the City failed to accommodate the disability under Michigan Law. _____

If I am hired, I understand that I am an At-Will employee and I am free to resign at any time, with or without cause and with or without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by. I understand that this application does not constitute an agreement or contract for employment for any specified period of time. I understand that no employee or representative of the City is authorized to make any assurances contrary to the provisions of this paragraph. I understand that no oral or written agreements contrary to the provisions of this paragraph are valid unless they are in writing and signed by both the City Manager and myself. _____

I voluntarily authorize the City, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, any other written materials submitted during the hiring process (for example, a resume), or during any job interview. I hereby voluntarily and freely release the City of any individual or company from any and all liability including liability for defamation (libel and slander) for releasing or using information concerning me and my performance record, and work, academic, or military experience. _____

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form. _____

I agree and understand that any potential employment offer is conditional upon the results of the post-offer, pre-employment reference and/or credit check, criminal background check, driving record check (if applicable), drug screening and medical examination. _____

I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS OF EACH OF THE ABOVE STATEMENTS.

Signature

Date

Return the completed application form and all other required documents to:



**City of Mt. Pleasant - Human Resources
320 West Broadway Street
Mt. Pleasant, MI, 48858-2447**

Applications received after the posted deadline will not be considered.

Thank you for applying with the City of Mt. Pleasant and we wish you well in your career search.



City of Mt. Pleasant
Seasonal Employment Application Attachment

1. Please list the days and times you would be available for an interview?

2. If hired, on what date would you be able to begin work?

3. If hired, until what date can you continue to work?

4. Will you be taking classes during the employment period that could affect your work schedule?
YES **NO** **Not Sure**

5. If yes, please indicate your schedule, school sessions and times, if known.

6. Will you need any time off during the employment period? If so, please list specific dates.

7. Please briefly state why you are interested in working for the City of Mt. Pleasant, in a seasonal maintenance capacity.

8. Describe any other education, experience, training or skill(s) you have related to the position(s) for which you are applying.

Please note: If you are under the age of 18 and are selected for a position, you must provide the City's Human Resources Department with a copy of your work permit. **Work Permits are issued by your local School.**

Fair Credit Reporting Act (FCRA)
Disclosure & Authorization

The City of Mt. Pleasant, when:

- Considering your application for employment or volunteering;
- Making a decision whether to offer you employment;
- Deciding whether to continue your employment (if you are hired); and
- Making other employment related decisions directly affecting you,

may wish to obtain and use a consumer report from a consumer reporting agency. As an applicant for employment/volunteer or employee of the City of Mt. Pleasant, you are a consumer with rights under the Fair Credit Reporting Act. These terms are defined in the Fair Credit Reporting Act (FCRA) which applies to you.

Consumer reports falling under the umbrella of the FCRA include criminal background checks, driving record histories, educational, personal, and employment background investigations, and internet and social media checks. This information will be used or collected solely for the purpose of serving as a factor in establishing the consumer's eligibility for employment/volunteer purposes. Certain reports are exempted from this definition.

An investigative consumer report is a consumer report in which information about your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates with whom you are acquainted or who may have knowledge of such information. Certain reports are exempted from this definition.

A consumer reporting agency is a person or business that, 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, such as the City of Mt. Pleasant.

If the City of Mt. Pleasant obtains a consumer report about you, and if the City of Mt. Pleasant considers any information in the consumer report when making an employment/volunteering related decision that directly and adversely affects you, you will be provided with a copy of the consumer report before the decision is finalized. If a consumer report results in an employment/volunteer opportunity being denied, you may request, in writing, more information about the report within 60 days. You also may contact the Federal Trade Commission about your rights under FCRA as a consumer with regard to consumer reports and Consumer reporting agencies.

Authorization

By signing below, I, _____, hereby voluntarily authorize the City of Mt. Pleasant to obtain consumer or investigative reports about me from a consumer reporting agency or others and to consider the consumer or investigative reports when making decisions regarding my employment/volunteering at the City of Mt. Pleasant.

This authorization may be used to obtain a report prior to or any time during my employment/volunteering.

I authorize and instruct any and all consumer reporting agencies to provide such consumer reports as the City of Mt. Pleasant deems necessary.

I understand that I have rights under the FCRA, including the rights indicated above.

Printed name

Date

Signature

Date

Witness signature

Date



**PRE-EMPLOYMENT
CRIMINAL HISTORY BACKGROUND CHECK AUTHORIZATION FORM**

The information solicited and provided on this form is part of the City's pre-employment hiring process. Please note that any information provided on this form is for criminal background check purposes only.

Last Name _____ First Name _____ MI _____

Maiden Name _____ Phone Number _____ E-mail _____

Local Address _____ City _____ Zip _____

Date of Birth _____ Driver's License Number _____

Gender: Male Female

Race: American Indian or Alaska Native
 Asian
 Black or African American
 Hispanic or Latino
 Native Hawaiian or Other Pacific Islander
 White

Have you resided outside the state of Michigan in the last 7 years? Yes No

If yes, please provide your social security number: _____

If yes, please list all cities and states lived in for the last 7 years.

Dates	City	State

Have you ever pled guilty or no contest to felony charges? Yes No

Are you currently charged with a criminal offense and awaiting disposition? Yes No

I, _____, acknowledge The City of Mt. Pleasant will use my driver's license number and date of birth to run a criminal background and driving record status verification.

Signature

Date