

City of Belleville APPLICATION FOR EMPLOYMENT

RETURN TO:

Belleville City Clerk
6 Main Street
Belleville MI 48111
Phone: (734) 697-9323
Fax: (734) 697-6837

Please type or print legibly.

Name (Last, First, MI)			Social Security Number (or State ID Number)
Address (No., Street)			Home Telephone Number
City	State	ZIP Code	Daytime Telephone Number
Position You Are Applying For		Date Avail. for Employment	Salary Amount Willing to Accept (per hour or year)

EDUCATION

Name and Address of High School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other, specify _____			
Name of College, University, Trade School or Special Training	Location	Credits Earned		Course of Study (Major)	Degree or Certificate Rec'd
		Term	SEM		
Business, Trade, Correspondence or Military School	Degree or Certification		Field of Study		

Other School

PERSONAL BACKGROUND:

	Yes	No
1. Have you ever been convicted for any violation of the law other than minor traffic violations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there any felony charges pending against you?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been discharged, asked to resign, or suspended by an employer?	<input type="checkbox"/>	<input type="checkbox"/>

If you chose Yes for any of the three questions directly above, explain answers here.

If the position requires travel, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, enter Driver's License Number.
Are you a Citizen of the U.S. or an alien authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, explain.

MILITARY SERVICE

Have you or your spouse served at least 90 days in the U.S. Armed Forces within the last 5 years?
 Yes No *If Yes, documentation of military service must be provided*

Employment History: List your last three (3) jobs, assignments or volunteer activities, starting with the most recent including military experience. Explain any gaps in employment. Attach an additional sheet if need to provide complete information or additional jobs.

Most Recent Employer:	Dates employed:
Address	Starting Wage/Salary:
Job Title	Final Wage/Salary:
Immediate Supervisor & Title	Describe nature of position:
Reason for Leaving:	
May we contact this employer? YES NO	

Previous Employer:	Dates employed:
Address	Starting Wage/Salary:
Job Title	Final Wage/Salary:
Immediate Supervisor & Title	Describe nature of position:
Reason for Leaving:	
May we contact this employer? YES NO	

Previous Employer:	Dates employed:
Address	Starting Wage/Salary:
Job Title	Final Wage/Salary:
Immediate Supervisor & Title	Describe nature of position:
Reason for Leaving:	
May we contact this employer? YES NO	

EXPLAIN ANY GAPS IN EMPLOYMENT ON AN ATTACHED SHEET.

SPECIAL SKILLS: List training, licenses, equipment you can operate, etc.

CERTIFICATION:

I certify that all information contained in this application is true, complete and made in good faith. I agree and understand that any falsifications, omissions, misstatements or misrepresentations above will result in my forfeiting any further consideration for employment; or, if already hired, would constitute grounds for dismissal.

I understand that a pre-employment drug test, physical exam and psychological exam may be required as a condition of employment, and that failure to satisfactorily complete any of these will cause me to no longer be considered for employment.

I also understand that a criminal history and background investigation will be made as part of the hiring review process, and I hereby authorize the City of Belleville to conduct such background investigation. For that purpose I am providing the following information:

Date of birth: _____ Driver's License No. _____

Signature:

Date: