



Employment Application

Date _____

241 West South Street
Kalamazoo, Michigan 49007
Telephone: 269•337•8052
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Mission Statement:
Doing our best work today and every day to make Kalamazoo the best city it can be tomorrow.

The City of Kalamazoo considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, the City complies with applicable state and local laws prohibiting discrimination in employment. The City also provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable Michigan Civil Rights statutes.

Positions Applied for:

1) _____ 2) _____ 3) _____

Personal (please print)

Name _____

Address _____
Street Apt. No. City State Zip Code

Telephone _____ Referred by _____

Are you over the age of 18? Yes _____ No _____ If not, state your age _____

Have you ever been employed by us? Yes _____ No _____

If yes, when? _____ where? _____

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? Yes _____ No _____

If yes, please explain _____

Are you a U.S. citizen? Yes _____ No _____

If not, do you have legal documentation authorizing you to work in the United States? Yes ___ No ___

State names(s) of any relative(s) working for the City and your relationship to them.

Do you want to work: Full-time _____ Part-time _____

If part-time, specify days and hours _____

Date you can start _____

Current employer _____

How did you learn about this position? _____

Employment (starting with current or most recent employer)

1. _____
Company name _____ Address _____ Telephone number _____
Dates employed _____ Job Title _____
Supervisor's name and title _____
Rate of pay _____ Reason for leaving _____

2. _____
Company name _____ Address _____ Telephone number _____
Dates employed _____ Job Title _____
Supervisor's name and title _____
Rate of pay _____ Reason for leaving _____

3. _____
Company name _____ Address _____ Telephone number _____
Dates employed _____ Job Title _____
Supervisor's name and title _____
Rate of pay _____ Reason for leaving _____

4. _____
Company name _____ Address _____ Telephone number _____
Dates employed _____ Job Title _____
Supervisor's name and title _____
Rate of pay _____ Reason for leaving _____

Which of these jobs/type of work did you like best? _____

What did you like about this job/type of work? _____

Have you ever been discharged, asked or forced to resign from any job? Yes _____ No _____

If yes, give name and address of company and explain circumstances _____

May we contact your current employer? Yes _____ No _____

Comment _____

General Skills

Special skills (knowledge, equipment) _____

Some jobs (bus driver, truck driver) require a valid drivers license. Do you wish to be considered for such a job? Yes _____ No _____ If yes, please provide your license number. _____

List any relevant licenses, certifications or professional memberships. Exclude any that may indicate religion, sex, marital status or nationality. _____

U.S. Military Service: Yes _____ No _____ Branch _____ Rank: _____

For Public Safety Applicants Only

Are you over the age of 21? Yes _____ No _____

Are you MCOLES certified? Yes _____ No _____
(Have completed a Michigan Police Academy or MCOLES Waiver Program)

Do you have or can you obtain a valid Michigan Driver License? Yes _____ No _____

Education

Name and location of school

Subjects studied

Diploma/degree

Personal References (excluding relatives)

Name	Address	Telephone	Years known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicant's Statement

I understand that this application is not a contract of employment. I understand that Federal Law prohibits the employment of individuals who are not lawfully in this country and that any offer of employment is contingent upon my ability to provide the required documentation within the time period required by law.

I understand that the City will confirm my work and personal history and verify data provided on this application, related papers, and in interviews. I authorize all individuals, schools, and organizations named by me (except my current employer if so noted) to provide any information requested, and I release them from all liability for damage in providing this information.

I understand that as a condition of employment all applicants:

- Will be required undergo and successfully pass a drug screen.
- Will be required to allow the City to secure criminal conviction history and traffic violation conviction information. *(A past criminal conviction does not automatically disqualify a candidate for possible employment with the City. Each situation will be considered on a case-by-case basis relative to the nature of the conviction and the employment position being filled.)*

I understand some positions of employment with the City may require:

- A physical examination to determine fitness for the position being filled.
- A credit check as a condition of employment with the City. (The City maintains compliance with the Fair Credit and Reporting Act.)

I affirm that all information that I supply as part of this application process is true and complete. I understand any falsifications, omissions or misrepresentations shall be sufficient cause for refusal of employment or dismissal regardless of the time elapsed before discovery.

Signature

Date