

APPLICATION # _____



CITY OF ALLEN PARK, MICHIGAN

The following is a summary of the application procedure:

1. The City of Allen Park is an **Equal Employment Opportunity Employer** and is seeking qualified candidates.
 2. You must complete the application in full.
 3. A Skills Test Examination is required. You will be notified of the date, time and place. You must be present at the time specified as make-up tests are not given.
 4. In addition to the Skills Test exam, you may be required to take and pass an oral, a drug screening examination and undergo a background history investigation. You may also be required to pass a physical examination after a job offer has been made.
 5. If applicable, depending on the total number of applications received, the selection procedure will include a random selection process from the total qualified application population.
 6. Allen Park follows the Civil Service laws of the State of Michigan in its hiring practices.
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I HAVE READ AND UNDERSTAND THE FOREGOING STATEMENTS:

Applicant's Signature

Date

**CITY OF ALLEN PARK, MICHIGAN
CIVIL SERVICE COMMISSION**

**APPLICATION FOR EXAMINATION
HOW TO FILE APPLICATION**

This application must be filled out completely and delivered to the Human Resources office at the Allen Park City Hall, located at 16850 Southfield, Allen Park, Michigan.

Use ink or typewriter.

This application constitutes a part of the examination and must be completed in full. Any falsification or fraudulent omission of any information or incomplete information in this Application may be grounds for disqualification.

1. Name: _____
Address: _____

Phone: _____
Social Security Number: _____

2. Examination for which you are applying?

Office Clerical Worker Public Service Worker

3. Are you a United States Citizen?

Yes No

4. Are you 18 years or older?

Yes No

5. Have you ever worked under a different name?

Yes No

If answer is yes, name(s) used so that employment can be verified:

7. Can you perform the duties of the job in which you wish to be employed, with or without accommodation?

Yes No

8. Are you a veteran?

Yes No

If answer is yes, you will be required to provide evidence (DD214) after all testing has been completed.

9. Have you ever been employed by the City of Allen Park?

Yes No

If answer is yes, fill in experience record below – use the back of this form if necessary.

From (Date)	To (Date)	Department	Position	Nature of Duties

List below, your complete education and training:

	Elementary	High	College/University	Graduate/Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training/Apprenticeships, Skills, and Extra-Curricular Activities				

10. What Professional or Occupational licenses do you hold?

List below, all previous employers – start with your present or last job. DO NOT REPEAT EXPERIENCE ALREADY RECORDED. Use the back of this form if necessary.

EMPLOYER	DATE EMPLOYED		WORK PERFORMED
	FROM	TO	
Address:			
Telephone:			
Job Title:	HOURLY RATE/SALARY		
Supervisor:	Starting	Final	
Reason for Leaving:			

EMPLOYER	DATE EMPLOYED		WORK PERFORMED
	FROM	TO	
Address:			
Telephone:			
Job Title:	HOURLY RATE/SALARY		
Supervisor:	Starting	Final	
Reason for Leaving:			

EMPLOYER	DATE EMPLOYED		WORK PERFORMED
	FROM	TO	
Address:			
Telephone:			
Job Title:	HOURLY RATE/SALARY		
Supervisor:	Starting	Final	
Reason for Leaving:			

EMPLOYER	DATE EMPLOYED		WORK PERFORMED
	FROM	TO	
Address:			
Telephone:			
Job Title:	HOURLY RATE/SALARY		
Supervisor:	Starting	Final	
Reason for Leaving:			

Personal References (Exclude Employers & Relatives)

Name:	Telephone: ()
Address:	

Name:	Telephone: ()
Address:	

Name:	Telephone: ()
Address:	

11. Have you ever been convicted of a felony?

Yes No

If yes, explain:

12. Are there any felony charges pending against you?

Yes No

If yes, explain:

13. Michigan Driver's License Information

a) Michigan Driver's License Number: _____

Expiration Date: _____

b) Commercial Driver's License Number: Yes No

Type: _____

c) List all restrictions on driver's license – If none, answer "None":

You may attach your resume to this application



CITY OF ALLEN PARK, MICHIGAN
RESIDENT REQUIREMENT AND DECLARATION OF APPLICANT

Read the following information carefully before signing. This form must be signed and dated in ink by the applicant.

I understand that, as required by City Charter and State Law, I must establish my residence within 25 miles of the City of Allen Park within six (6) months of my employment with the City and I must maintain my residence within this limit during my employment with the City. Further I understand that I must keep my department and the Human Resource Department informed in writing of all changes of address.

AUTHORIZATION TO RELEASE INFORMATION

I authorize you to make such investigation and inquiries of my personal, employment, and financial history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

I hereby affirm that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers. I am aware that should an investigation disclose any misrepresentation, omission, or falsifications, I may be disqualified in the examination, or, if I have already been hired, my employment may be terminated. I further certify that I have completed this application and this is my signature below.

Applicant's Signature

Date