

City of Roseville Employment Application

Applicant Information:

1. Questions must be answered to the best of your knowledge; reference to other documents (i.e. "see resume") **is not** acceptable.
2. All sections of this form must be completed or application will not be processed.
3. Attach additional information as necessary.

Date: _____ **Position Applied for:** _____

Last Name: _____ **First Name:** _____ **Middle:** _____

Previous Names: _____ **Address:** _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Cell Phone:** _____ **Email:** _____

Are you prevented from being lawfully employed
In the USA because of Visa or Immigration status? yes no

Do you have a
Drivers license? yes no State of: _____ License Number: _____

Military Experience

Branch of Service: _____ **Highest Rank:** _____

Date Entered: _____ **Discharge Date:** _____

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
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High School

College

Trade School

Other

Have you ever been convicted of a criminal offense or any charges pending? yes no
If yes, please give date, nature of offense and location of the Court:

Have you ever been suspended or discharged by an employer? yes no

Previous Employment (list up to 5)

All areas of the Employment History section must be completed. Begin with the most recent employment and list all jobs in order. Account for any time lapses in your employment history. Reference to other documents (i.e. "see resume") is not acceptable.

1. Name of Employer: _____

Name of last supervisor: _____ Phone #: _____

Complete Address: _____

Dates of employment:

From: _____ To: _____ Ending Salary: _____ Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact this employer: yes no

2. Name of Employer: _____

Name of last supervisor: _____ Phone #: _____

Complete Address: _____

Dates of employment:

From: _____ To: _____ Ending Salary: _____ Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact this employer: yes no

3. Name of Employer: _____

Name of last supervisor: _____ Phone #: _____

Complete Address: _____

Dates of employment:

From: _____ To: _____ Ending Salary: _____ Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact this employer: yes no

Continue on next page

4. Name of Employer: _____

Name of last supervisor: _____ Phone #: _____

Complete Address: _____

Dates of employment:

From: _____ To: _____ Ending Salary: _____ Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact this employer: yes no

5. Name of Employer: _____

Name of last supervisor: _____ Phone #: _____

Complete Address: _____

Dates of employment:

From: _____ To: _____ Ending Salary: _____ Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact this employer: yes no

Additional Skills:

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

Michigan Law prohibits discrimination in employment and specifically in law enforcement and public service based on religion, race/color, national origin, age, gender, marital status, arrest record or disability. If you are an individual with disabilities or impairments needing accommodations for employment, you must notify the City of Roseville within 182 days after your date of employment.

I have read and understand the above statement. _____
(Applicant Signature)

Pre-Employment Physical/Testing Notice

The City of Roseville is committed to maintaining a drug-free workplace. Therefore, all candidates for employment (applicants to whom a contingent offer of employment has been made) are required to complete a medical evaluation, including testing for drug and alcohol use, by a physician of The City of Roseville's choice. Employment is contingent upon a candidate's submission to and successful completion of the medical exam and test.

Applicant's Acknowledgement

I agree to undergo the pre-employment physical and drug/alcohol test. I understand that the results of such a test will be disclosed only to the City of Roseville's Human Resources personnel and others with a need to know, or as required by law. I understand that if I refuse to consent to testing, fail to provide a urine sample when requested, provide a false or tampered urine sample, or fail to successfully complete the physical or drug/alcohol test, I will not be hired in accordance with The City of Roseville's policy.

Permission is granted to The City of Roseville to conduct an investigation and to solicit information as to my educational and employment history, character and general reputation, and criminal conviction record. I release The City of Roseville and all persons or organizations from any liability arising from such statements, their solicitations or use.

I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave or be terminated at any time, with or without cause. If terminated, I authorize The City of Roseville to deduct, to the extent permitted by law, any amount which I may owe to The City of Roseville from any amount which The City of Roseville may owe me.

I understand that no representative of The City of Roseville has any authority to offer or to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of a material fact could be a cause for rejection of my application or termination of my employment at any time.

I have read, understand, and by my signature consent to these statements.

Signature of applicant

Date

The City of Roseville as an equal opportunity employer, is committed to compliance with federal and state laws prohibiting discrimination, on the basis of race, gender, color, religion, national origin, age, marital status, disability, veteran status, or other prohibited factors in employment.