

APPLICATION FOR EMPLOYMENT

CITY OF PONTIAC
FINANCE DEPARTMENT
 47450 WOODWARD AVENUE
 PONTIAC, MICHIGAN 48342



Deirdre Waterman, Mayor

INSTRUCTIONS: Type or print in ink. Complete all questions, even if you enclose a resume. Extra pages may be attached if you need them. If required in the Job Announcement, please provide all proofs of education or certifications.

POSITION APPLIED FOR:	REFERRAL SOURCE:
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LAST NAME	FIRST NAME	MIDDLE INITIAL
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PREVIOUSLY USED NAME	SOCIAL SECURITY NUMBER	Note: Completion of your social security number is optional. Failure to submit social security number on this form will not prohibit employment consideration.
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ADDRESS	CITY	STATE	ZIP
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HOME PHONE	ALTERNATE PHONE	E-MAIL ADDRESS
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PREVIOUS ADDRESS	PREVIOUS CITY	PREVIOUS STATE	PREVIOUS ZIP
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DO YOU HAVE A VALID OPERATORS LICENSE?	YES <input type="checkbox"/> NO <input type="checkbox"/>	LICENSE NUMBER	STATE
CLASS / TYPE			

CHECK ONE BOX FOR EACH QUESTION	YES	NO		YES	NO
Are you a United States citizen?			Have you ever been convicted of a felony? (A YES answer does not automatically disqualify you). If so, please indicate the location, offense, date and disposition below.		
If not, are you legally authorized to work in the United States?					
Are you at least 18 years of age?					
If under 18, do you have a work permit?					
Have you ever been employed by the City of Pontiac? If yes, indicate position, dates of employment and the reason for separation below.			Are felony charges currently pending against you? If so, please state the charge, date and location below. Answering this question does not automatically disqualify you from being hired.		
Do you have any relatives employed by the city of Pontiac? If yes, please list name, title and relationship below.			Have you ever served in the Armed Forces? If yes, list branch, dates of service and type of discharge below.		

Please list the names of any relatives that are currently employed with the City of Pontiac.

Name _____	Position _____	Relationship _____
Name _____	Position _____	Relationship _____

EDUCATION

	Name/Location	# of Years Completed	Diploma / Degree	Courses of Study
High School				
College				
Other				

PRELIMINARY REQUIREMENTS

Explain how you meet the preliminary requirements listed in the job posting. Include any training and skills (such as other languages spoken) you have that may be useful for the job which you are applying. Be specific.

EMPLOYMENT EXPERIENCE

Include all positions held within the last 10 years. Attach additional pages if needed.

Employer Name	Telephone
Address	Dates of Employment
	From To
Position Held	Wages
	Start Last
Name and Title of Supervisor	Reason for Leaving
May we contact your current employer? Yes No	

Employer Name	Telephone
Address	Dates of Employment
	From To
Position Held	Wages
	Start Last
Name and Title of Supervisor	Reason for Leaving

Employer Name	Telephone
Address	Dates of Employment
	From To
Position Held	Wages
	Start Last
Name and Title of Supervisor	Reason for Leaving

REFERENCES

List two personal references who have knowledge of your work ethic, experience, and ability. (Do not include relatives, former or present employers.)

Name	Address	Telephone # (Incl. Area Code)	Occupation

Read Carefully and Sign

I hereby certify that the information provided in this application and any attachments is true and complete. I further understand and agree that any misrepresentation, falsification or omissions may disqualify me from further consideration for employment and may result in discipline or dismissal from employment if discovered at a later date.

I authorize the City of Pontiac to investigate all statements contained in this application, including disciplinary records of any current or former employers, police departments, and other references or sources concerning me. I authorize all such former employers, references and sources to release this information, and I release from all liability and responsibility all person, companies or corporations supplying such legal information. I waive any right to written notice of the release of such records and legal information.

Should I receive a conditional offer of employment, I agree to submit to a physical or psychological examination and drug screen if requested and understand that any offer of employment is contingent upon the results of the physical/psychologist examination and drug screen, as well as successful completion of a background investigation.

I understand that all offers of employment made in writing by the Finance Department and that no statement or verbal representation by any City official or employee constitutes an offer of employment. I also understand that if I am hired, my employment is considered "at will".

Signature _____ Date _____

For purposes of this on-line application, by checking this box, you are indicating that your typed name is your signature. Checking this box will also submit your application.