

Applicant #_____For Office Use Only

City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309-3033

SEASONAL EMPLOYMENT APPLICATION

Instructions: Complete all information requested. Additional pages may be attached and a resume may be provided. Please provide all proofs of education and/or certifications required in the job posting

Position App	lied For		Γ	Date of Application
Name	4.5	(5.4)		(11 N)
Address	(last)	(first)		(middle)
Telephone		(city)	(state)	(zip code)
	(home)	(other)		
		E: Check all that apply.		
•	chester Hills Webs		bsite (specify)	
☐ Cable Tele		•	☐ Friend/City Employee	☐ School Job Posting
☐ Other Sour	ce (specify)			
List any relat	ives who are elected	ed officials, appointees, or employe	ees of the City:	
Name		Relationship		
Are you unde	er the age of 18?	Yes 🗖 No If yes, you must pro	ovide required proof of eligibility	y to work.
Have you eve	er been employed l	by the City?	res, provide dates	
Can you prov	vide proof of eligib	ility for employment in the United	States? ☐ Yes ☐ No	
Are you a Ve Dates of Dut	y: From	Forces of the United States? ☐ Y To Did you receive a dish	_	
•	en ticketed for any ete the following:	traffic offenses within the last 5 ye	ears (excluding parking tickets)?	□ Yes □ No
	Date	Offense	Place	Disposition (e.g., paid fines)
☐Yes ☐ No Are there any		rime, other than minor traffic viola ending against you? Yes No		xcluding juvenile records)?
	Date	Offense	Place	Disposition (e.g., paid fines)

Note: Depending upon the position applied for, conviction of a felony, moving traffic violations and/or dishonorable discharge from the military may or may not be an automatic bar to employment. All circumstances will be considered.

EDUCATION:	If degree not yet a	ittained, provide re	quested information	n relative to your	course of study.	
Type of School	School Name and Location	Degree/ Certificates Received*	Dates of Attendance	Major	Applicable Course Work	# Credit Hrs. Completed
Have you received your High School Diploma/GED Certificate?YesNo						
College/ University (Undergraduate)						
		nm/dd/yy		mm/dd/yy		
Are you available t	to work part-time af	ter September 1?	o Y	es 🗖 No		
Oo you possess pro	fessional licenses, o	ertificates, or regis	trations?	es 🗖 No		
f yes, complete the	e following:					
Fitle/Type:		Date Rec	eived:	Exp	Number:iration date:	
					Number: iration date:	
SKILLS: Skills: Keyboarding (Presentation Sof	words/minute	<i>^</i>	rocessing	Spreadsheet	☐ Calculator	□ Database
Equipment Skills :	:					
Equipment skilled	in operating:					
ist other job-rela ther experience:	ted skills, qualifica	tions and training	g acquired from en	nployment, schoo	ol, sports, clubs or v	olunteering or

EMPLOYMENT HISTORY/VOLUNTEER EXPERIENCE

List all positions held within the last ten years including full-time, part-time and volunteer work. List your present or most recent position first, listing every promotion as a new job. Additional pages may be attached and a resume may be included. **All information must be completed.**

Employer		Phone ()		
Address	City		State	Zip	
Supervisor's Name & Title				1	
Your Job Title					
Your Duties					
Reason for Leaving					
Name you were employed under	r if different from name shown on application	1			
FROM:	TO:				
No. hours per week	Starting Salary	Last Salary			
Employar		Phone ()		
Address	City	Phone () Stata	Zip	
Supervisor's Name & Title	City			Zip	
Vous Joh Title					
Your Duties					
Your Duties					
Reason for Leaving					
	r if different from name shown on application				
FROM:	TO:				
No. hours per week	Starting Salary	Last Salary			
Employer		Phone ()		
Address	City	1 none () State	Zip	
	City			Zip	
Vour Joh Title					
Vour Duties					
Tour Duties					
Reason for Leaving	10.1100				
Name you were employed under	r if different from name shown on application	l			
FROM:	TO:				
No hours per week	Starting Salary				
140. flours per week	Starting Sarary				
Employer		Phone ()		
Address	City		_State	Zıp	
Supervisor's Name & Title					
Your Job Title					
Your Duties					
Reason for Leaving					
	r if different from name shown on application				
FROM:	TO:				
No. nours per week	Starting Salary				

Ha	ve you ever been dismissed from or asked to resign from any employment position?
Ify	ves, please explain:
ΑF	PPLICANT STATEMENT
1)	If selected for employment, the following prescribed conditions must be met before such employment offer is considered final. All persons who receive an offer of employment by the City of Rochester Hills must take and pass a medical examination that may in clude drug and alcohol testing from a City appointed physician at no cost to them. The medical examination must be scheduled and taken prior to the first day of work. Candidates must provide original documents establishing their employment eligibility as required under the Immigration Reform and Control Act of 1986. An investigation of past employment references and other background information will be conducted. Full-time employees must satisfactorily complete a six month probationary period, subject to extension. Applicants for full-time fire fighter positions serve a one year probationary period. Acceptance of an offer of employmen does not create a contractual obligation upon the City to continue employment in the future.
2)	Applications for employment will only be accepted for current vacancies. Applications will be retained on file for a minimum of one year. A resume may be attached but is not considered a substitute for the completion of this application or any portion herein.
3)	I understand that by completing this application there is no guarantee of a job interview or a job offer. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the City. I also understand that nothing in this employment application, in the City's statements or personnel guidelines or in my communications with any City official or representative is intended to create an employment contract between the City and me. Additionally, I understand that is an employment relationship is established, I have the right to terminate my employment at any time. I also understand that the City retains the right to terminate my employment at any time. Further, I understand that the City has the right to modify its policies at any time.
4)	Michigan Law prohibits discrimination in employment based on religion, race, color, national origin, age, gender, marital status arrest record, height, weight, or disability. State and Federal Law requires the City to make reasonable accommodation to disabled applicants and employees where the accommodation does not impose an undue hardship on the City. Michigan Law provides that employees and applicants may request an accommodation of their disability by notifying the City in writing of the need for accommodation within 182 days of the date the individual knows or should know that an accommodation is needed.
5)	I agree that my complete record as an employee including information as to my ability and performance and the cause of my leaving the City of Rochester Hills may be given to any prospective employer with whom I may hereafter seek employment and I hereby release the City, its elected and appointed officials, employees, attorneys, assigns, agents, and successors from any and all liability for damages of any nature by reason of the furnishing of such information.
	I hereby waive written notice from my employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records. This waiver is made persuant to the Bullard-Plawecki Employee Right-To-Know Act.
6)	I certify that I can and will, upon request, substantiate all statements made by me on this application, that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, mis representation or omission to any question will be sufficient for rejection of my application, removal of my name from consideration for a position or my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

THE CITY OF ROCHESTER HILLS IS AN EQUAL OPPORTUNITY EMPLOYER

Applicant's Signature Date

I understand, acknowledge, and hereby consent to each of the above statements and conditions.