



CITY OF ROCHESTER HILLS
Department of Human Resources
Application and Background Verification
Policies

I. Equal Employment Opportunity Employer

It is the policy of the City of Rochester Hills not to discriminate on the basis of race, gender, color, religion, national origin, height, weight, age, disability, military/veteran status or marital status.

II. Internal Applicants for Posted Vacancies

Any current City employee may submit an *Application for Internal Vacancy* form for any posted union or non-union vacancy. Qualified bargaining unit applicants will receive first consideration for union postings in accordance with union contract requirements. After all contractual obligations have been fulfilled, the City reserves the right to consider applications from current and former full-time, and current part-time and temporary (excluding seasonal) City employees, or may elect to post and advertise the vacancy externally, as it deems appropriate.

III. External Applicants for Posted Vacancies

Applications from individuals who are not current or former City employees will be accepted only in response to externally posted and advertised vacancies during the application period specified on the job posting. The official *City of Rochester Hills Employment Application* may be printed from the City's website or obtained from the Human Resources Department. A resume or cover must be accompanied by the City's official application form.

IV. Background Checks

All external candidates must sign an *Authorization to Obtain Information and Release* form for verification of background and employment history as part of the selection process.

Criminal History

Criminal History information will be obtained through the State of Michigan for all candidates for employment over 18 years old.

Driving Record Checks

An acceptable driving record with no more than four (4) points currently on record is required for any position involving the operation of a City vehicle or the regular or frequent operation of the employee's personal vehicle in the performance of job functions.

Applicants for positions requiring Commercial Driver's Licenses (CDL) will be subject to DOT guidelines for CDL holders.

All City employees are subject to regular driving record reports provided by the Secretary of State. Any employee whose driving record fails to meet the City's standard will be restricted from driving for City-related business.

Education and Training Verification

Copies of applicable certificates, transcripts, or degrees must be received for positions requiring certifications, specific training, or higher education prior to a confirmed offer of employment.

Reference Checks

External applicants for full time positions must provide the names of at least three work-related references.

***Note:** Internal candidates will be subject to a review of their personnel file as part of the background and reference verification procedure for the selection process.*

Pre-hire Drug Screen

Candidates for positions subject to Commercial Driver License (CDL) policy standards, or positions that regularly operate City vehicles, including Paid-on-Call Firefighter/EMTs, full-time Firefighter/Paramedics, and full-time Laborers; as well as Crossing Guards and Life Guards will receive drug screening in conjunction with an employment physical after a conditional offer of employment has been accepted.

A confirmed positive drug result will be deemed as grounds for immediate revocation of a conditional employment offer.

VIII. Disqualification Based on Background Check

Candidates who are disqualified as a result of an unsatisfactory background check, including evaluation of job-related factors relative to criminal history, driving record, work history, professional references, or credit check; or based on the results of a post-conditional employment offer physical examination, psychological evaluation, or drug screen may be denied further consideration for employment for up to one year from the date of completion of the background verification.

After one year, any applicant so disqualified may be eliminated from consideration subject to review of application based on information contained in file if the conditions for the original disqualification remain essentially unchanged.

Revised: January 19, 2012 by pmg