City of Mt. Pleasant
Application for Employment

320 West Broadway Street
Mt. Pleasant, Michigan 48858-2447
www.mt-pleasant.org
(989) 779-5314
People with hearing loss: Dial 7-1-1

The City of Mt. Pleasant is an Equal Opportunity Employer.
We consider all candidates without regard to sex, race, color, age, height, weight, marital status, national origin, religion, disability, color, familial status, sexual orientation, gender identity or expression, genetic traits, veteran status, or any other legally protected status or activity.
We will attempt to provide reasonable accommodation for eligible individuals upon request.

Instructions

Type or print in ink. Complete all questions, using additional paper if necessary. Writing "see resume" is not appropriate.

Position applied for:_____ Where did you see this position advertised:_____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone #: (____) _____Cell #: (____) _____ E-Mail Address:_____

If you are under 18 years of age, and it is required, can you provide a work permit? ☐ Yes ☐ No
If "**Yes**", please attach a work permit. If "**No**", please explain _____

Have you ever been employed by the City of Mt. Pleasant? ☐ Yes ☐ No
If "**Yes**", please give dates of employment and position_____

Do you have any friends or family employed by the City of Mt. Pleasant? ☐ Yes ☐ No
Please provide their names, departments, and relationship to you_____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Would you like this application to remain confidential during the pre-interview phase? ☐ Yes ☐ No

Date available for work:_____/_____/_____ What is your desired salary or hourly rate? _____

Type of employment desired ☐ Full-time ☐ Part-time ☐ Seasonal/Variable Hour ☐ Educational Internship

Can you work overtime and/or weekends if required? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, need for an accommodation, or your specific situation. These issues may be discussed at a later stage.
☐ Yes ☐ No ☐ I have not reviewed the "essential functions" of the position for which I am applying.

Excluding minor traffic civil violations, have you ever pled "guilty" or "no contest" to, or been convicted of a crime?
☐ Yes ☐ No
If "**Yes**", provide date(s) and details _____
Note: Except where required by law, a conviction will not necessarily bar you from employment.

Are there any felony charges pending against you? ☐ Yes ☐ No
If "Yes," provide date(s) and details _____
Note: Pending charges will not necessarily bar you from employment. Do not identify any pending misdemeanor charges.

Have you ever been dismissed or asked to resign from a previous job? ☐ Yes ☐ No
If "Yes", please explain _____

Employment History

List your employment history for the past 10 years, starting with your current or most recent employer.

Note: A less-than-honorable discharge from the U.S. Armed Forces is not an absolute bar to employment, depending on the nature of the job sought. Further, a medical discharge from the U.S. Armed Forces will have no impact on your employment chances unless you are unable to perform the essential functions of the job for which you have applied with or without a reasonable accommodation.

Starting Job Title/Final Job Title ______________________ Company Name and Immediate Supervisor ______________________ Address ______________________ City, State, Zip Telephone # ______________________ Describe the type of work performed ______________________ ______________________ Reason for leaving: ______________________	Dates employed (Month/Year) From: ________/________ To: ________/________ Starting ☐ Hourly ☐ Salary $____________ Bonus/Commission/Other? $______________ Final ☐ Hourly ☐ Salary $____________ Bonus/Commission/Other? $______________ Average hours worked per week: ____________ Number of employees supervised: ____________ May we contact this employer for reference ☐ Yes ☐ No
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For positions listed in your employment history, please identify any aliases or alternative names used: _____

Please explain any gaps in your employment, other than those caused by personal illness, injury, or disability:

Computer Skills – Indicate software titles and list skill level as either **N** for Novice, **I** for Intermediate, or **E** for Expert

Word Processing _____ Skill Level ___
Spreadsheet _____ Skill Level ___
Presentation _____ Skill Level ___
E-Mail _____ Skill Level ___
Database _____ Skill Level ___
Internet _____ Skill Level ___
Graphics _____ Skill Level ___
Typing (WPM)_____ Skill Level ___
Ten Key _____ Skill Level ___
Other: _____ Skill Level ___

Summarize any special training, accomplishments, professional memberships, skills, licenses, and/or certificates (CDL, MCOLES, military experience, trade specific licenses, CPR) that may assist you in performing the position for which you are applying: _____

Educational Background

Highest grade completed in high school 8 9 10 11 12 GED Did you graduate? ☐ Yes ☐ No	Name of High School	Location	
College, University, Vocational, Trade, or Technical School	Areas of Study	Degree or Trade	Credit hours completed or documentation

References

Provide the name, relationship, and telephone number of five non-related school, business or work references.

NAME	TITLE	RELATIONSHIP	TELEPHONE	# OF YEARS KNOWN

Applicant Statement

Instructions: Please carefully read the following paragraphs and initial each paragraph. By doing so, you hereby acknowledge that you have read, understand, and agree to the terms.

I certify that the information in this application is true, complete, and correct to the best of my knowledge and I understand that any falsification, misstatement, misrepresentation, or omission of any information submitted in connection with my application, resume, or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal from employment. I agree to notify the City of Mt. Pleasant ("City") if any of the information disclosed in this application changes while my application is pending or, if hired, during my employment.
_____

I understand that the employer, the City, does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law. _____

I understand that under Michigan Law, disabled applicants and employees may request an accommodation for their disability by notifying the City, in writing, of the need for an accommodation within one hundred eighty two (182) days of the date the individual knew or reasonably should have known that an accommodation was needed. Failure to do so will preclude a claim that the City failed to accommodate the disability under Michigan Law. _____

If I am hired, I understand that I am an At-Will employee and I am free to resign at any time, with or without cause and with or without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by. I understand that this application does not constitute an agreement or contract for employment for any specified period of time. I understand that no employee or representative of the City is authorized to make any assurances contrary to the provisions of this paragraph. I understand that no oral or written agreements contrary to the provisions of this paragraph are valid unless they are in writing and signed by both the City Manager and myself. _____

I voluntarily authorize the City, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, any other written materials submitted during the hiring process (for example, a resume), or during any job interview. I hereby voluntarily and freely release the City of any individual or company from any and all liability including liability for defamation (libel and slander) for releasing or using information concerning me and my performance record, and work, academic, or military experience. _____

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form. _____

I agree and understand that any potential employment offer is conditional upon the results of the post-offer, pre-employment reference and/or credit check, criminal background check, driving record check (if applicable), drug screening and medical examination. _____

I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF EACH OF THE ABOVE STATEMENTS.

_____ _____

Signature **Date**

Return the completed application form and all other required documents to:

hr@mt-pleasant.org

Applications received after the posted deadline will not be considered.

Thank you for applying with the City of Mt. Pleasant! We wish you well in your career search.