

**APPLICATION FOR EMPLOYMENT**  
**City of Algonac**  
**805 St. Clair River Drive; P.O. Box 454**  
**Algonac, Michigan 48001**  
**(810) 794-9361**

[www.algonac-mi.gov](http://www.algonac-mi.gov)

Applicants for all positions are considered without regard to religion, race, color, national origin, age, gender, height, weight, disability, marital or veteran status or any other legally protected status.

STATE EXACT TITLE OF POSITION FROM THE JOB ANNOUNCEMENT					DATE			
LAST NAME			FIRST NAME			MIDDLE INITIAL		
ADDRESS			CITY			STATE		ZIP CODE
HOME PHONE		BUSINESS PHONE		SOCIAL SECURITY NUMBER		EMAIL		
DRIVER'S LICENSE NUMBER				CLASS/TYPE				
ISSUED BY STATE OF:				EXPIRATION DATE				
DATES OF US MILITARY SERVICE		BRANCH OF SERVICE		TYPE OF DISCHARGE		If you are claiming preference as a Veteran or disabled Veteran, you must attach a copy of your discharge documents and your V.A. Disability letter and claim number		
CHECK THE BOX FOR EACH QUESTION			YES	NO	CHECK THE BOX FOR EACH QUESTION		YES	NO
Are you a United States Citizen?					If not, are you legally authorized to work in the United States?			
Have you ever been convicted of a crime other than a minor traffic violation? If so, when and what was the nature of the crime?					Are there any felony charges currently pending against you? If so, what?			
List names of any relatives who are City Council Members, appointees or employees of the City and your relationship.				Have you ever been employed by the City of Algonac? If yes, when? What was your title?				
EDUCATION	NAME AND LOCATION		YRS.COMPLETED	MAJOR SUBJECT		GPA	DEGREE OR CERTIFICATE RECEIVED	
HIGH SCHOOL								
COLLEGE								
COLLEGE								
GRADUATE								
VOCATIONAL TRAINING								

**SPECIAL SKILLS**

What skills or additional training do you have that are related to the job for which you are applying?

What machines or equipment can you operate that are related to the job for which you are applying?

Discuss your computer skills.

List any licenses, registrations, or certificates you possess. List memberships in professional organizations and positions held.

**EMPLOYMENT EXPERIENCE**

Describe below all the positions you have held, starting with your present position and working back. If you have never been employed or are presently unemployed, indicate this fact in the space provided for "Reason for Leaving". Do not attach additional sheets; rather, make blank copies of this sheet if necessary.

Employer: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

May we contact this present employer listed above for a reference? Yes No

Employer: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

May we contact this previous employer listed above for a reference? Yes No

Employer: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

May we contact this present employer listed above for a reference? Yes No

**REFERENCES**

Please list four persons who have knowledge of your experience and qualifications for this position, preferably current or previous supervisors, co-workers, instructors, etc. Do not include relatives. If you are known to your references by another name, please note.

<b>Name:</b>	<b>Relationship:</b>
<b>Address</b>	<b>Telephone:</b>
	<b>Years Acquainted:</b>
<b>Name:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Telephone:</b>
	<b>Years Acquainted:</b>
<b>Name:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Telephone</b>
	<b>Years Acquainted:</b>
<b>Name:</b>	<b>Relationship</b>
<b>Address:</b>	<b>Telephone</b>
	<b>Years Acquainted:</b>

Where did you learn about this position? Please specify: \_\_\_\_\_

Occasionally, the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. Use the space below to summarize any additional information necessary to describe your full qualifications:

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Have you ever been dismissed from or asked to resign from any employment position:    Yes    No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT'S CERTIFICATION

Please read carefully before signing.

*I certify that all information contained in this application is true, correct and complete to the best of my knowledge. I agree and understand that the City of Algonac has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.*

*I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the City to release to the City any information they have regarding me without providing written notice to me.*

*I also understand that if I am considered favorably for employment, I may be required to undergo, at the City's expense, a psychological exam and/or a medical examination that will include drug screening.*

*If hired, I will serve at the will of the employer and I agree that I shall be bound by the rules, policies, regulations, and terms and conditions of employment of the city of Algonac as they are from time -to-time changed with or without notice to me. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the City of Algonac in any way to employ me. I agree that the City may terminate the employment relationship, with our without cause, and with or without notice, This provision supersedes any oral or written representation to the contrary unless in writing and signed by both the City Manager, the Mayor, and the person to whom the writing is directed.*

*As a condition of employment, I agree not to commence any action or claim relating to my employment relationship with the City of Algonac arising out of my employment or this application, or termination of employment including but not limited to claims arising under state or federal civil right statues more than six (6) months after termination of such employment or the date of this application, and to waive any statute of limitations to the contrary.*

*I understand that, prior to being offered employment, I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the City prior to the test so that a reasonable accommodation can be made. The City reserves the right to require medical documentation regarding the need for accommodation.*

*I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers, except those specifically excepted, to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to the City.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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