

CITY OF ESCANABA

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Date: _____

PERSONAL INFORMATION

Last Name:	First Name:	Middle:
Current Address:	City/State:	Zip:
Home Phone:	Cell Phone:	
E-Mail Address:		

Have you ever been convicted of a felony? No Yes
If Yes, explain: (The existence of a criminal felony record, does not constitute an automatic bar to employment)

WORK PREFERENCE

Position you are applying for:	Hours available:
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EDUCATION

High School

Last high school and location:	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Business or Technical School

School name and location:	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, certificate/degree received:
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College (Including Junior College and Community Colleges)

College name and location:	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, certificate/degree received:
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WORK EXPERIENCE

Give Past Employment Record as complete as possible, starting with most recent employer

May we contact your present employer?		Yes	No
Organization name and address:	Dates:	Full-Time	Part-Time
		Salary/Hrly Wage:	
	Position title:	Immediate supervisor name:	
	Duties of position:		
	Reason for leaving:		
Organization name and address:	Dates:	Full-Time	Part-Time
		Salary/Hrly Wage:	
	Position title:	Immediate supervisor name:	
	Duties of position:		
	Reason for leaving:		
Organization name and address:	Dates:	Full-Time	Part-Time
		Salary/Hrly Wage:	
	Position title:	Immediate supervisor name:	
	Duties of position:		
	Reason for leaving:		
Organization name and address:	Dates:	Full-Time	Part-Time
		Salary/Hrly Wage:	
	Position title:	Immediate supervisor name:	
	Duties of position:		
	Reason for leaving:		

If additional space is needed, please write on separate sheet, and attach to this Application

SPECIAL SKILLS / ACTIVITIES

List all trades, professional certificates, licenses, patents received, professional job recognition, or other qualifications:

List all computer applications in which you are proficient, and any courses you have taken that relate to the position you are applying for:

List activities, community service, offices held, etc. (You are not required to include activities or organizations which would reveal race, religion, color, sex, or national origin):

REFERENCES

Please list three references who are not related to you, and are not previous employers

	Name:	Address:	Phone:
1.			Home:
			Cell:
2.			Home:
			Cell:
3.			Home:
			Cell:

I agree to commence any and all claims, actions, or lawsuits against The City of Escanaba, its successors, assigns, subsidiaries, employees, servants, agents, and independent contractors arising out of my application for employment, employment, or termination of employment within six months (180 days), or within the time prescribed by law, whichever expires first, of the event forming the basis for my claim, action or lawsuit. While I understand that the statute of limitations for claims, actions or lawsuits arising out of my employment may be longer than six months (180 days) period of limitations set forth in this agreement and I waive any statute of limitations to the contrary.

I understand that, in the event my application for employment is accepted, the effective date of acceptance, and of the employment, shall be the time I actually commence work. If I am employed, I agree to comply with, and be bound by, the safety rules and other rules and regulations of the City. I further understand that, if employed, my employment will be subject to the conditions of any applicable probationary period established by labor agreement or City policy. I authorize investigation of all statements contained in this application, and do hereby release any and all persons, companies, or agencies responding to such investigation from any liability for any damages due to releasing information pertaining hereto. I understand that misrepresentation or omission of facts called for in this application is cause for rejection of this application or for subsequent dismissal from employment.

Signature: _____

Federal Law and certain State Laws prohibit discrimination because of age, race, color, religion, sex, national origin or handicap. The City of Escanaba is committed to the principle and practice of equal employment opportunity. The City employs, trains, and promotes the best qualified employees and applicants for employment without regard to race, color, age, religion, national origin, height, weight, disability, or marital status.

CITY OF ESCANABA APPLICATION QUESTIONNAIRE

Please answer the following questions regarding the position for which you are applying:

1. What does good Customer Service mean to you, in the position you are applying for?
2. Describe what it means to be doing a good job in the position for which you are applying for?
3. What do you feel is, or would be, the most difficult part of this position?
4. Why do you want to work for the City of Escanaba?
5. What do you expect out of your job?
6. What traits do you look for in your fellow employees?
7. What is the most demanding job you have ever had, and why?

Name: _____ Date: _____

Position Applying For: _____