

Employment Application

City of Highland Park Michigan

An Equal Opportunity Employer

Position applied for _____ **Date** _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Social Security # _____

Email _____

How long have you lived at this address? _____

Previous address _____ How long did you live there? _____

Birth Date _____ (mm/dd/yyyy)

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?
(You will be required to provide documentation.) Yes No

Have you ever been bonded? Yes No

Do you have any mental or physical problems which may limit your ability to perform the particular job for which you are applying? Yes No If yes, please explain:

Have you ever received compensation for injuries? Yes No If yes, please explain:

Have you ever been convicted of a felony? (This will not necessarily affect your application.)
 Yes No

If yes, please describe conditions. _____

Education

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

Employment History (start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Military Service

Have you ever served in the Armed Forces? Yes No

Which Branch? _____ Date of Service _____ until _____

Active Reserve Are you currently on **Active** Reserve? Yes No

Discharge: Honorable General Dishonorable

Personal References (excluding former employers and relatives)

NAME	ADDRESS	PHONE

Emergency Contact

Name _____	Phone _____
Address _____	

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

Signature _____ **Date** _____

Complete and return to:

<p>City of Highland Park Human Resources Department 12050 Woodward Avenue Highland Park MI 48203-3578</p> <hr/> <p>Telephone: (313) 252-0050 x241</p>
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