

**EMPLOYMENT APPLICATION**  
An Equal Opportunity Employer



**CITY OF FLINT**  
**DEPARTMENT OF HUMAN RESOURCES**  
**AND LABOR RELATIONS**

1101 South Saginaw Street  
Room 9  
Flint, MI 48502  
(810) 766-7280

**INSTRUCTIONS:** • PLEASE PRINT OR TYPE CLEARLY • □ • ANSWER EACH QUESTION • □ • ALL STATEMENTS ARE SUBJECT TO INVESTIGATION AND VERIFICATION AND ALL APPLICANTS ARE SUBJECT TO BEING FINGERPRINTED • □ • IF MORE SPACE IS REQUIRED, USE THE SUPPLEMENTAL EXPERIENCE PAGE (AVAILABLE UPON REQUEST) •

**TITLE OF POSITION** Applying for: \_\_\_\_\_

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**LAST NAME** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_ **M.I.** \_\_\_\_\_

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**ADDRESS** \_\_\_\_\_

**NUMBER** \_\_\_\_\_ **STREET** \_\_\_\_\_ **APT#** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

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**HOME PHONE** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

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**ALT. PHONE** \_\_\_\_\_ **WORK PHONE** \_\_\_\_\_

MAY YOU BE CONTACTED AT WORK?  YES  NO

- Are you legally authorized to work in the United States?  YES  NO
- Have you ever been discharged or forced to resign from any position?  YES  NO If "YES", please explain.
- Have you ever been convicted of a felony?  YES  NO If "YES", explain circumstances.
- Do you have any relatives currently employed by the City of Flint?  YES  NO If "YES", list names(s) and relationship(s).
- Are you under the age of 18?  YES  NO (If you are under 18 you will be required to furnish a work permit)
- Are you able to perform the essential functions of the job you are applying for with or without accommodation?  YES  NO

**EDUCATION AND TRAINING**

	School Name and Address	Major	Units Completed	Degree/ Graduate
High School				
College				
Other (specify)				

*\*Proof of Degree or Transcripts (if required)*

	No. (where applicable)	Granting Agency	Date Granted	Expiration
License				
Certificate				
Registration				

**HR Department Use Only**

**MER's**  YES  NO By: \_\_\_\_\_

Educ.  Exp.  Lic/Cert.  Other

	Pass	Fail	comments:
Writ			
Perf			
Oral			
Other			

Notified: \_\_\_\_\_

Promulgated: \_\_\_\_\_

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**RANK** \_\_\_\_\_ **SCORE** \_\_\_\_\_

## EMPLOYMENT HISTORY

Starting with your most recent employer, list all jobs and activities including military service, part-time employment and self-employment for the past 10 years. Additional prior experience related to the position for which you are applying may also be listed. **Resumes will not be accepted in lieu of completing this section of the application.**

May we contact your present employer at this time?  YES  NO

	From		To		PRESENT OR LAST EMPLOYER & ADDRESS	SALARY
	Month	Year	Month	Year		Month
JOB TITLE & DUTIES: _____ _____ _____						
	From		To		PRESENT OR LAST EMPLOYER & ADDRESS	SALARY
	Month	Year	Month	Year	SUPERVISOR'S NAME & TITLE & TELEPHONE	REASON FOR LEAVING
JOB TITLE & DUTIES: _____ _____ _____						
	From		To		PRESENT OR LAST EMPLOYER & ADDRESS	SALARY
	Month	Year	Month	Year	SUPERVISOR'S NAME & TITLE & TELEPHONE	REASON FOR LEAVING
JOB TITLE & DUTIES: _____ _____ _____						
	From		To		PRESENT OR LAST EMPLOYER & ADDRESS	SALARY
	Month	Year	Month	Year	SUPERVISOR'S NAME & TITLE & TELEPHONE	REASON FOR LEAVING
JOB TITLE & DUTIES: _____ _____ _____						

**READ THIS STATEMENT BEFORE SIGNING**

I hereby certify that the information supplied on this application is true and correct to the best of my knowledge. I understand that any misrepresentation, falsification or omission of information on this application may result in my failure to receive an offer of employment, or if I am hired, may result in discharge from employment. Unless otherwise noted, I agree that any statements I have made herein may be verified by the City of Flint. Verification may include contact with my former employers.

I understand that all offers of employment are conditioned on my ability to provide proof of my identity and legal ability to work in the United States, and on the satisfactory completion of a post-offer medical examination, which may include a pre-employment drug screen.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date