



CITY OF NEGAUNEE

100 Silver St.
Negaunee, MI 49866
(906) 475-7700

Title of Specific Position for which You Are Applying _____

Date of Application _____

Date Available _____

Last Name _____ First Name _____ Middle Name _____ Social Security Number _____

Are you over the age of 18? _____ Yes _____ No If not, state Date of Birth _____
Residence Phone _____ Business Phone _____ County _____

Street Address _____ City _____ State and Zip Code _____

Do you have any relatives working for the city? _____ Yes _____ No
If yes, relationship _____
Department _____

Employment Condition Desired: (Check One) (Check One)
_____ Regular _____ Full Time
_____ Temporary _____ Part Time
Have you previously been employed by the City?
_____ Yes _____ No If yes, date _____ position _____
If position involves driving, please indicate driver's license Number
No. _____ State _____ Class _____

Education: Did you graduate from high school or receive a GED? _____ Yes _____ No School Attended _____

Name and Location of College, University, Technical Schools	Dates		Did You Graduate?	Certificate or Degree	Course of Study
	From	To			
_____	____/____	____/____	Yes _____ No _____	_____	_____
_____	____/____	____/____	Yes _____ No _____	_____	_____
_____	____/____	____/____	Yes _____ No _____	_____	_____
_____	____/____	____/____	Yes _____ No _____	_____	_____
_____	____/____	____/____	Yes _____ No _____	_____	_____
_____	____/____	____/____	Yes _____ No _____	_____	_____

Work Experience (Experience and training ratings are determined by this information; please be complete.) List your present or most recent experience first. Attach additional sheets if necessary.

Employing Firm _____ Length of Employment _____
Address _____ From (Mo./Year) _____ Hours Per Week _____
Phone Number _____ Supervisor _____ Last Salary _____
Your Title _____ Supervisor's Title _____ To (Mo./Year) _____ Reason for Leaving _____

Number and Type of Positions you Supervised _____ Total (Years/Months) _____

Principal Responsibilities - Be Complete

_____ May we contact your present employer? _____ Yes _____ No
If no, explain _____

Job Relevant Volunteer and Unpaid Work Experience

Kind of Volunteer Activity (Do not specify organization)	Percent of Time Per Responsibility	Major Responsibilities	No. Hours Per Month	Years From/To
_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____/____

Describe any additional experience or training that qualifies you for this job _____

CLERICAL APPLICANTS ONLY: Word Processing / Computer Experience:
 Typing Speed _____ WPM Number of Years _____ Specify _____

In accordance with the Immigration Reform and Control Act of 1986, the City of Negaunee hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

During the past 5 years have you served a sentence in jail or prison or been convicted of a misdemeanor or felony for which a jail sentence could have been imposed? You may answer "No" if the conviction or criminal records have been annulled, sealed, set aside, or purged, or if you have been pardoned pursuant to the law. ___ No ___ Yes If "Yes" please attach a separate sheet with explanation. Information concerning this question will not be used to automatically bar you from employment but may be used to direct your interest to areas less related to the areas of your conviction.

Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability Incurred while serving on active duty? ___ No ___ Yes If "Yes", are you a permanent resident of the state of Michigan? ___ No ___ Yes

Describe your duties and any special training

Give the names of four people outside of relatives who can be contacted regarding your qualifications, work habits and character.

Name	Present Address	Telephone	Position and Relation To Your Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The City of Negaunee does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities. It is the policy of the City of Negaunee to provide reasonable accommodations to the known physical and mental limitations of qualified handicapped applicants and employees in order for them to perform the essential functions of the job in question.

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Your Title _____ Supervisor's Title _____
Number and Type of Positions You Supervised _____ To (Mo./Year) _____ Reason for Leaving _____
_____ Total (Years/Mos.) _____
Principal Responsibilities - Be Complete

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The City has the right to verify information provided in the application. False information may subject an applicant to penalty.

In connection with this application for employment, I authorize the City of Negaunee and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Negaunee and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

Yes Yes, but not present employer until job is offered.

No (we may be unable to hire you without this information)

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information below.

Date _____ Signature (Do not print) _____

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This information is to assist in the process of referring you for possible employment. Certain information requested on the application is private, that is, it may be released only to you or to agencies where you may be considered for employment. If you are employed, the data will be available to the Department of Finance, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Personnel Officer by letter.

Private Data	Why We Ask for It	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It?
Social Security Number	To distinguish you from all other applicants and to make processing more efficient.	No	In most cases, nothing. However, it may help to ensure that we do not confuse your records with those of others.
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability.	No	We may not be able to hire you for certain jobs where you may be required to to come to work on short notice.
Sex, Racial/Ethnic Group, Handicapped Status, Viet Nam Veteran Status	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determining whether we may legally accept an application from you and to determine whether your record may be a job-related consideration.	Yes	We will be unable to make determinations required by law, Failure to provide relevant conviction information may be grounds for dismissal.

ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC, THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE.