



Employment Application

City of Trenton
2800 Third Street
Trenton, Michigan 48183
Human Resources: 734-675-8585
www.trentonmi.org

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applied for: _____

Are you legally eligible to work in the U.S.? YES NO

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Are you under 18 years of age? YES NO

If an offer of employment is made, will you submit for a drug screening test? YES NO

Have you ever worked for the City? YES NO If yes, when? _____

Do you have any relatives working for us? YES NO

If yes, please provide the name and relationship. _____

Are you capable of performing the essential functions of the job being applied for with or without reasonable accommodation (special assistance, equipment or other help), the activities involved in the job or occupation for which you have applied? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

All factors are considered when making employment decisions. Have you had any experience in the Armed Forces of the United States of America or in a State National Guard that is directly related to the position for which you are applying?

YES NO

Branch: _____

Dates Served: _____

Disclaimers and Signature

1. I certify that the information in this application is true, complete and correct to the best of my knowledge and understand that falsification, misleading, misrepresentation or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal.
2. I waive written notice from my current employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records (even if more than four years old). This waiver is made pursuant to the Bullard-Plawecki Employee Right-to Know Act.
3. I authorize the references and current and former employers listed in this application to give you any and all information concerning my current and previous employment and any pertinent information they may have (even if more than four years old) and release all parties from any liability for any damages that may result from furnishing same to you.
4. I authorize the City of Trenton to release any information (even if more than four years old) relating in any way to my employment including disciplinary reports, letters of reprimand or other notices of disciplinary action when such information is requested by any prospective or subsequent employers without any obligation (by them or you) to give me any notice of such disclosure.
5. I understand that any employment offer is conditional upon the results of the drug screening test and the post offer pre-employment medical examination.
6. I have read the applicable job description. If employed, I understand that if I am or become in need of accommodations for employment, I must notify the City of Trenton in writing within 182 days after the need is known or reasonably should have been known to me. Failure to properly notify the City will preclude any claim that the employer failed to accommodate.
7. If hired, I understand that my employment is at-will (just cause for employees covered by a collective bargaining agreement), and can be terminated at any time, with or without notice, for any reason at the option of either the City of Trenton or me. Should the City of Trenton hire me, I agree to observe all of the City's policies, practices, and procedures currently in existence and new and revised ones that may be issued in the future.
8. I agree that any lawsuit against the City arising out of my employment or termination of employment, including but not limited to, claims arising under the State or Federal Civil Rights statutes, must be filed within one year of the event giving rise to the claims or be forever barred. I waive any limitations period to the contrary.

I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF EACH OF THE ABOVE EIGHT (8) INDIVIDUAL STATEMENTS, AS INDICATED ABOVE.

Signature: _____

Date: _____

The City of Trenton is an equal opportunity employer and shall consider all qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, genetic information, or any other protected category.