



## City of Hastings, Michigan

*The City of Hastings is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

***Please print all responses.***

Position applied for: \_\_\_\_\_ Application date: \_\_\_\_\_

\_\_\_\_\_ *Last Name*

\_\_\_\_\_ *First Name*

\_\_\_\_\_ *Middle Name*

\_\_\_\_\_ *Street Address*

\_\_\_\_\_ *City, State*

\_\_\_\_\_ *Zip Code*

\_\_\_\_\_ *Home Telephone Number*

\_\_\_\_\_ *Cell Phone Number*

Are you prevented from becoming lawfully employed in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you available to work?	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your current employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No

On what date would you be available to start work? \_\_\_\_\_

Do you have any physical limitations that preclude you from performing the job for which you are applying?  Yes  No

If yes, what can be done to accommodate your limitation? \_\_\_\_\_

Have you been convicted of a felony within the last seven years?  Yes  No

If yes, please give details including charge, location, circumstances, etc.

*Education*

	School Name	City State	Dates Attended	Course of Study	Diploma / Degree
High School					
College					
Other (specify)					
Other (specify)					

Describe any specialized training, apprenticeships, or skills:

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*Employment History*

Start with your present or last job. Include any military service and volunteer activities. You may exclude organizations which indicate race, color, religion gender, national origin, disabilities, or other protected status. List all employers since high school.

Employer	Dates Employed From: _____ To: _____
Street Address	Telephone
City, State, Zip	Work Performed
Job Title	
Wage/Salary	Supervisor
Reason for Leaving	

*Employment History (continued)*

Employer	Dates Employed From: _____ To: _____
Street Address	Telephone
City, State, Zip	Work Performed
Job Title	
Wage/Salary	Supervisor
Reason for Leaving	

Employer	Dates Employed From: _____ To: _____
Street Address	Telephone
City, State, Zip	Work Performed
Job Title	
Wage/Salary	Supervisor
Reason for Leaving	

Employer	Dates Employed From: _____ To: _____
Street Address	Telephone
City, State, Zip	Work Performed
Job Title	
Wage/Salary	Supervisor
Reason for Leaving	

*If you need additional space, please continue on a separate piece of paper.*

*Other Qualifications*

Summarize special job-related skills and qualifications acquired from employment, education, or other experience. Use this space to provide additional information in support of your candidacy for the position applied for.

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*Applicant's Statement and Certification*

By signing and submitting this application for employment, I certify that all information contained in it is true and complete to the best of my knowledge and belief.

I authorize investigation by the City of Hastings of all statements contained in this application and further authorize all former employers and others acquainted with my education, experience and character to cooperate with the City of Hastings in such investigation. I release any such persons from any and all liability deriving from their provision of any information about me.

I understand and agree that, in the event of my employment with the City of Hastings, false or misleading information provided by me in my application or interview(s) may result in my immediate discharge.

I further understand and agree that, if employed, I will abide by all rules and regulations of the City of Hastings.

I further understand and agree that any employment with the City of Hastings will be **AT WILL** which means that I may be terminated from that employment with or without cause and with or without notice and that no person in whatever position is authorized by the City of Hastings to convey or imply any terms of employment to the contrary.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date