

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

VILLAGE OF BEVERLY HILLS

18500 W. 13 Mile Rd.
Beverly Hills, MI 48025
Phone: 248/646-6404
Fax: 248/646-3703
website: www.villagebeverlyhills.com

POSITION APPLIED FOR: _____

APPLICATION DATE: _____

MINIMUM SALARY ACCEPTABLE: _____

DATE AVAILABLE FOR WORK: _____

INSTRUCTIONS: Complete all necessary information. Please print or type. This application will be kept on file for a period of six months. Be sure to sign and date this application.

NAME (Last, First, Middle Initial) _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

E-MAIL ADDRESS: _____

PHONE NUMBER: _____ / _____ - _____

CELL PHONE NUMBER: _____ / _____ - _____

PRIOR ADDRESSES (Last 5 Years): _____

ARE YOU INTERESTED IN FULL TIME WORK? Yes No

ARE YOU INTERESTED IN PART TIME WORK? Yes No

ARE YOU 18 YEARS OF AGE OR OLDER? Yes No

DO YOU HAVE ANY RELATIVES NOW OR PREVIOUSLY EMPLOYED BY THE VILLAGE OF BEVERLY HILLS?

Yes No Name: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No

(A positive response to this question does not automatically disqualify you from consideration)

IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? Yes No

IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

DO YOU KNOW OF ANY REASON WHY YOU WOULD NOT BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT ACCOMMODATION?

Michigan law requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the Village in writing of the need for accommodation within 182 days of the date the handicapper knows or should know that an accommodation is needed. Failure to notify the Village will preclude any claim that the employer failed to accommodate the handicapper.

IN THE EVENT OF AN EMERGENCY, WHOM DO YOU WISH TO BE NOTIFIED?

NAME _____ PHONE NUMBER: _____

STREET ADDRESS _____ CITY/STATE/ZIP CODE: _____

ARE YOU A CITIZEN OF THE UNITED STATES? ____ Yes ____ No

If not a citizen of the United States, do you intend to become a citizen of the United States? ____ Yes ____ No

If you are not a United States citizen,
have you the legal right to remain permanently in the United States? ____ Yes ____ No

EDUCATIONAL BACKGROUND

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?	HIGHEST GRADE, DEGREE OR DIPLOMA
HIGH SCHOOL	_____	_____	__ Yes __ No	_____
G.E.D.	_____	_____	__ Yes __ No	_____
VOCATIONAL	_____	_____	__ Yes __ No	_____
COLLEGE	_____	_____	__ Yes __ No	_____
UNIVERSITY	_____	_____	__ Yes __ No	_____
OTHER	_____	_____	__ Yes __ No	_____

PROFESSIONAL LICENSES/CERTIFICATIONS/CREDENTIALS:

TYPE: _____ NUMBER: _____

TYPE: _____ NUMBER: _____

TYPE: _____ NUMBER: _____

DRIVER LICENSE NUMBER: _____ EXP. DATE _____ STATE ISSUED _____

COMPUTER KNOWLEDGE:

SYSTEMS: _____

SOFTWARE PROFICIENCY: _____

TYPING SPEED _____ WPM

MILITARY SERVICE

BRANCH: _____ DATES: _____

FINAL RANK: _____ TYPE OF DISCHARGE _____

EMPLOYMENT EXPERIENCE

List jobs held in the past 10 years. List your present employment first. List every promotion as a new job. Attach extra pages if necessary. Describe your job duties in detail to enable the reviewer to correctly evaluate your qualifications. List the primary tasks and responsibilities performed in each position held. The information that you provide will be used in determining whether or not you are employed.

EMPLOYER: _____ ADDRESS: _____
PHONE NUMBER: _____ JOB TITLE: _____
SUPERVISOR/TITLE: _____
DATES EMPLOYED: FROM _____ TO _____
SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____
REASON FOR LEAVING: _____
WORK PERFORMED: _____

EMPLOYER: _____ ADDRESS: _____
PHONE NUMBER: _____ JOB TITLE: _____
SUPERVISOR/TITLE: _____
DATES EMPLOYED: FROM _____ TO _____
SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____
REASON FOR LEAVING: _____
WORK PERFORMED: _____

EMPLOYER: _____ ADDRESS: _____
PHONE NUMBER: _____ JOB TITLE: _____
SUPERVISOR/TITLE: _____
DATES EMPLOYED: FROM _____ TO _____
SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____
REASON FOR LEAVING: _____
WORK PERFORMED: _____

Have you ever worked for a company under a different name? _____ Yes _____ No

If Yes, what was the name? _____

Have you ever been discharged from any employment? _____ Yes _____ No

If Yes, please explain: _____

HOW DID YOU LEARN OF THIS POSITION? _____ Walk-In
_____ Internet
_____ Newspaper Ad (Name) _____
_____ School Job Placement
_____ Other

CERTIFICATION/SIGNATURE

I CERTIFY THE FACTS SET FORTH IN THE Application for Employment, in my resume and in the other materials I have submitted are true and complete. I understand and acknowledge that false information provided by me will result in disqualification from employment with the employer (hereinafter "the Village of Beverly Hills") or in dismissal from employment if offer of employment has been made and accepted.

I hereby authorize the Village of Beverly Hills, to contact all of my former and current employers, educational institutions and the other references I have provided regarding me and my performance record and work, academic and/or military experience. I also hereby release the Village of Beverly Hills and its employees and agents, and all of my former employers, educational institutions, and other references I have provided, from any and all liability and damages for releasing or using information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the Village of Beverly Hills or any former or current employer, that disciplinary report, letter of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the Village of Beverly Hills may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a criminal background history and driving record search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search, the Village of Beverly Hills, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that convictions may result in disqualification from employment with the Village of Beverly Hills or in dismissal from employment if an offer of employment has been made and accepted.

I hereby consent to having a physical and/or psychological examination and/or test(s), including but not limited to drug and/or alcohol testing, conducted by a physician or other professional of the Village of Beverly Hill's choice, and understand that any offer of employment is conditioned upon the results of this examination(s) and/or test(s).

I agree not to commence any action or suit relating to my employment with the Village of Beverly Hills more than 180 days after the occurrence of the facts giving rise to the claim, of more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the Village of Beverly Hills.

Signature: _____ Date: _____

(Print Name)