



City of Cedar Springs, P.O. Box 310, 66 S. Main St., Cedar Springs, MI 49319
 manager@cityofcedarsprings.org

Employment Application

The City of Cedar Springs is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, age, sex, sexual orientation, religion, national origin, handicap, veteran status or any other legally protected status.

POSITION TITLE OF JOB APPLIED FOR				DATE
LAST NAME	FIRST	MIDDLE	SUFFIX	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER
OTHER NAMES USED, if any:			HOW DID YOU HEAR ABOUT THIS POSITION?	
ADDRESS			DRIVER LICENSE NUMBER	STATE
CITY			STATE	ZIP CODE
CITY			EMAIL ADDRESS	
PRIMARY PHONE NUMBER Indicate: Home / School / Work / Cell				
Are you at least 18 years of age?		Yes	No	Are you legally eligible for employment in the United States?
<i>If under 18, proof of eligibility to work (work permit) will be required.</i>				<i>Proof of citizenship or immigration status will be required upon employment.</i>
Have you ever been convicted of a crime?		Yes	No	<i>A conviction record will not necessarily be a bar to employment and other factors such as age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.</i>
If yes, indicate when, where and the nature of the offense:				
Do you possess a valid driver's license? In the last 10 years has your driver's license been suspended, revoked or restricted?				
If yes, indicate nature of suspension, revocation or restriction:				
Are you related to anyone employed by, or an elected or appointed official of the City of Cedar Springs? Yes No				
If yes, provide the person's name, department and your relationship:				
Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? Yes No				
If no, explain:				
List any special skills, certifications, licenses you possess or professional organizations of which you are a member:				
Have you ever been disciplined as part of any licensure, certification or professional membership?				

Please attach a current Resume, Cover letter, and Three Professional References, Incomplete applications will not be reviewed.

Education

School name	Location	Years attended	Degree received	Major

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employment History

Employer (1)	Job title		Dates employed
Work phone	Job Duties		
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Job Duties		
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Job Duties		
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Job Duties		
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Job Duties		
Address	City	State	Zip

References (business and professional only)

Name	Title	Company	Phone

ATTENTION - THIS STATEMENT MUST BE SIGNED

I authorize the references and previous employers to give you any and all information concerning any previous employment and pertinent information they may have, personal or otherwise. I release all parties from all liability and from all damages that may result. I specifically waive any rights to be notified under Section 6(3)(a) of the Michigan Bullard-Plawecki Act of the release of personnel file information by prior employers and of the release of personnel file information to prospective employers by the City of Cedar Springs. All of the statements provided by me in this Employment Application are subject to investigation by the City of Cedar Springs. I understand that a false answer to any question in this Application constitutes grounds to not employ me or grounds to terminate my employment, if hired.

I understand that I am subject to a background investigation which will include a review of any criminal conviction history. I hereby authorize the City of Cedar Springs to conduct a criminal conviction history investigation on me as part of any employment offer.

I understand that I am subject to a driving history and driver's license status check and hereby authorize the City of Cedar Springs to conduct a driving history and driver's license status check on me as part of any employment offer.

I understand that I may be subject to a credit history check and hereby authorize the City of Cedar Springs to conduct a credit history check as part of any employment offer.

I understand that I may be subject to a physical examination by a medical professional as part of any employment offer.

I understand that this application is only part of a complete job application for employment with the City of Cedar Springs and that I must also submit a cover letter and resume to complete my application for employment. I understand that a false statement in my cover letter or resume constitutes grounds to not employ me or grounds to terminate my employment, if hired.

I understand that neither this document nor any offer of employment constitutes a contract of employment. In consideration of my employment, I agree to conform to the rules, regulations and personnel policies established by the City of Cedar Springs. Further, I understand and agree that my employment is for no definite period of time and my employment and compensation can be terminated at any time, with or without cause, with or without notice, and without regard to the date of payment of my wages or salary, at the option of either the employer or myself. I understand that no employee has the authority to enter into any agreement to employ, an agreement for employment for any specific period of time, or make any agreement contrary to the foregoing, unless contained in an applicable collective bargaining agreement or individual employment agreement signed by myself and the City Manager.

Unless employed under a collective bargaining agreement, I further agree that any action or suit against the City arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.

I further understand that to benefit from the protections of the Michigan Handicappers' Civil Rights Act, MCL 37.1101, et seq., I must notify the City in writing of the need for a handicap accommodation within 182 days of the date I knew or should have known that an accommodation was needed.

By signing below I agree to all of the provisions listed above and that all information provided is true to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

APPLICANT SIGNATURE (sign in ink) _____ **DATE SIGNED** _____