

EDUCATION:

| | <u>Name/Location</u> | <u>Major Course of Study</u> | <u>Yrs/Cr Hrs Completed</u> | <u>Diploma/Degree</u> | <u>Year Received</u> |
|---------------------------|----------------------|------------------------------|-----------------------------|-----------------------|----------------------|
| High School or Equivalent | a. _____ | _____ | _____ | _____ | _____ |
| | b. _____ | _____ | _____ | _____ | _____ |
| College | a. _____ | _____ | _____ | _____ | _____ |
| | b. _____ | _____ | _____ | _____ | _____ |
| | c. _____ | _____ | _____ | _____ | _____ |
| Technical School | a. _____ | _____ | _____ | _____ | _____ |
| | b. _____ | _____ | _____ | _____ | _____ |

Identify any training and education you have taken beyond the basic education noted above which is related to this position:

| <u>Dates</u> | <u>Seminar/Workshop or Course Title</u> | <u>Sponsor</u> | <u>CEU's/ Cr Hrs</u> |
|--------------|---|----------------|--------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

EMPLOYMENT RECORD: List employers beginning with most recent going back at least ten (10) years.

A. Current Company Name & Address: _____

Type of business: _____ Phone No.: (____) _____

Name & Title of supervisor: _____

Dates employed (month/year): _____

Employment Status: Full-time Part-time Seasonal May we contact? Yes No

Job title: _____ Salary: \$ _____

Describe this job: _____

List any other job titles held: _____

Describe those other jobs: _____

B. Former Company Name & Address: _____

Type of business: _____ Phone No.: (____) _____

Name & Title of supervisor: _____

Dates employed (month/year): _____

Employment Status: Full-time Part-time Seasonal May we contact? Yes No

Last job title: _____ Salary: \$ _____

Describe this job: _____

List any other job titles held: _____

Describe those other jobs: _____

Reason for leaving: _____

C. Former Company Name & Address: _____

Type of business: _____ Phone No.(____) _____

Name & Title of supervisor: _____

Dates employed (month/year): _____

Employment Status: Full-time Part-time Seasonal May we contact? Yes No

Last job title: _____ Salary: \$ _____

Describe this job: _____

List any other job titles held: _____

Describe those other jobs: _____

Reason for leaving: _____

D. Former Company Name & Address: _____

Type of business: _____ Phone No.(____) _____

Name & Title of supervisor: _____

Dates employed (month/year): _____

Employment Status: Full-time Part-time Seasonal May we contact? Yes No

Last job title: _____ Salary: \$ _____

Describe this job: _____

List any other job titles held: _____

Describe those other jobs: _____

Reason for leaving: _____

E. Former Company Name & Address: _____

Type of business: _____ Phone No.(_____) _____

Name & Title of supervisor: _____

Dates employed (month/year): _____

Employment Status: Full-time Part-time Seasonal May we contact? Yes No

Last job title: _____ Salary: \$_____

Describe this job: _____

List any other job titles held: _____

Describe those other jobs: _____

Reason for leaving: _____

If you have more former companies to add, attach an additional page

Have you been discharged or forced to resign from any of the positions above? Yes No

If yes, please explain: _____

Have you been charged or arrested of any crime? Yes No If yes, please explain: _____

(NOTE: A conviction record will not necessarily be a bar to employment. Facts such as how recent and rehabilitation will be considered.)

ADDITIONAL KNOWLEDGE, SKILLS, ABILITIES, EXPERIENCE: List any other knowledge, skills, abilities, licenses, certifications, professional affiliations, etc. that relate to this job:

U.S. MILITARY SERVICE (Optional):

Branch of Service: _____ Dates: _____

Rank at discharge & last military occupational specialty: _____

Other MOS's held (if any): _____

REFERENCES: Include as a minimum the names of a current supervisor and co-worker and a former co-worker. If applicable, include the name of current or former person supervised. Do not include friends or relatives.

| <u>Name</u> | <u>Address/Phone#</u> | <u>Relationship</u> | <u>Yrs Known</u> |
|-------------|-----------------------|---------------------|------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

APPLICANT'S STATEMENTS:

I understand that the employer follows an "employment at will" policy as stipulated in its home rule charter. The City or I may terminate my employment at any time or for any reason consistent with applicable state or federal law and the City Charter. This "employment at will" relationship cannot be changed verbally or in writing, unless state or federal law is amended legislatively or the city charter is changed by the City of Clio electorate. I understand this completed application is not an implied offer of employment nor is it a contract.

I understand that federal law prohibits the employment of unauthorized aliens. All persons hired by the City of Clio must submit satisfactory proof of employment authorization and identify. Failure to submit such proof will result in denial of employment.

I understand that the City will thoroughly investigate my work and personal history and verify all data given on this application, on related papers and in interviews. I certify that all the statements herein are true and understand that any falsification or willful omission will be sufficient cause for dismissal or refusal of employment.

I request do not request that my application be considered confidential. I understand that application confidentiality extends only to the time that interviews are conducted by the City.

I certify that all the statements made on this application are true, and I understand that any falsification or willful omission will be sufficient cause for dismissal or refusal of employment.

SIGNATURE: _____ DATE: _____

You may mail this application to:

City of Clio
c/o Employment Applications
505 W Vienna St
Clio, Michigan 48420

Or email to: clioexec@yahoo.com