

For Office Use Only			
Position	Rate	Date	Hire



City of Greenville  
 411 S. Lafayette  
 Greenville, MI 48838  
 616-754-5645

# City of Greenville Employment Application

## Personal Information (Please Print Clearly)

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Social Security No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Are you legally eligible for employment in the United States? Yes \_\_\_\_ No \_\_\_\_  
 If hired, you are required to submit proof of your eligibility to work in the United States.

Are you over the age of eighteen? Yes \_\_\_\_ No \_\_\_\_  
 If no, hire is subject to verification that you are of minimum legal age.

Are you a veteran of the United States Military? Yes \_\_\_\_ No \_\_\_\_  
 If yes, list the branch, dates served, and rank. \_\_\_\_\_

Have you ever been employed by the City of Greenville? Yes \_\_\_\_ No \_\_\_\_  
 If yes, when were you employed and what position did you hold? \_\_\_\_\_

If hired, on what date will you be available for work? \_\_\_\_\_

Have you ever been convicted of a misdemeanor and/or felony? Yes \_\_\_\_ No \_\_\_\_  
 If yes, please list the conviction date and the nature of the offense. \_\_\_\_\_  
 (A conviction record will not necessarily bar employment)

Are there any other job related experiences, skills, or qualifications which will be of benefit in the position for which you are applying?  
 \_\_\_\_\_  
 \_\_\_\_\_

## Employment History

(List present and past employment, beginning with your most recent)

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Description of work:								
Telephone: _____								
Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Description of work:								
Telephone: _____								
Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Description of work:								
Telephone: _____								
Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Ending Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Description of work:								
Telephone: _____								

Does the City of Greenville have your permission to contact all of the above employers? Yes \_\_\_\_ No \_\_\_\_

If no, which employers may we contact? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

## Education

School	Name and School Address	Course of Study	Circle last Year Completed				Did You Graduate ?	List Diploma or Degree
Elementary		X	5	6	7	8	X	X
High			1	2	3	4+	Yes No	
College			1	2	3	4+	Yes No	
Other _____			1	2	3	4+	Yes No	

## Personal References (other than relatives or past employers)

Name and Occupation	Address	Daytime Phone Number

May we telephone you at your home to discuss this application? Yes \_\_\_ No \_\_\_

May we telephone you at your work to discuss this application? Yes \_\_\_ No \_\_\_

If yes, what is you work telephone number? \_\_\_\_\_

## Please Read and Sign Below

I certify that all of the information furnished on this application is true, complete and correct. I understand and agree that any falsification, misrepresentation, misleading statement or omission of fact on either this Application or during the pre-hire process will be sufficient reason for my not being offered employment or, if employed, dismissal at any time from the service of the City of Greenville. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the City of Greenville in any if it decides not to employ me. I understand and agree that any employment subsequently offered by the City of Greenville is at-will and can be terminated by either party with or without notice, at any time, for any reason or for no reason. No one other than the City Manager has any authority to enter into any agreement of employment for any specified period of time or to make any agreement contrary to the foregoing, and then only in a writing signed by the City Manager and approved by the City Commission.

I authorized my former employers and all other parties to provide the City of Greenville with any information including information regarding my former employment and I release all parties from any liability for any damage which may result for furnishing such information. I specifically waive my right to receive written notice from my present or past employers pertaining to the release of any disciplinary reports, letters of reprimand or other disciplinary action regarding me. I agree to permit the City of Greenville to conduct any background investigation on me it deems appropriate, including credit and criminal checks.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**DO NOT WRITE ON THIS PAGE**

(For Office Use Only)

**Interview**

Interviewer	Date	Comments

**Test Administration**

Test Administered	Date	Score	Rating	Comments

**Reference Check**

Reference	Results of Reference Check
I	
II	
III	
IV	

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran's status, attainment of benefits, and participation in union activities. The Fair Credit Reporting Act imposes restrictions with respect to credit data. The City of Greenville is an equal opportunity employer.