



**VILLAGE OF GROSSE POINTE SHORES**  
**APPLICATION FOR EMPLOYMENT**  
 (PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

**PERSONAL INFORMATION**

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
                     LAST  FIRST  MIDDLE

PRESENT ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

PHONE NO. \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER? YES  NO

**EMPLOYMENT DESIRED**

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_

REFERRED BY \_\_\_\_\_

<u>EDUCATION</u>	<u>NAME AND LOCATION OF SCHOOL</u>	<u>NO OF YEARS ATTENDED</u>	<u>DID YOU GRADUATE?</u>	<u>SUBJECTS STUDIED</u>
GRAMMER SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE BUSINESS OR CORRENSPONDENCE SCHOOL TRADE,BUSINESS				

**GENERAL**  
 SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK \_\_\_\_\_

SPECIAL SKILLS \_\_\_\_\_

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) \_\_\_\_\_

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF IT'S MEMBERS

U.S. MILITARY OR NAVAL SERVICE \_\_\_\_\_ RANK \_\_\_\_\_ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES \_\_\_\_\_

**CURRENT OR FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH THE LAST ONE FIRST.)**

DATE MO/YR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				

May we contact your current employer? Yes  No

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS AQUAINTED

IN CASE OF  
EMERGENCY NOTIFY

NAME ADDRESS PHONE

I CERTIFY THAT ALL THE INFORMATION FURNISHED ON THIS APPLICATION IS TRUE, COMPLETE AND CORRECT. I UNDERSTAND AND AGREE THAT ANY FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT, EITHER ON THE APPLICATION OR DURING THE PRE-HIRE PROCESS, WILL BE REASON FOR (1) MY NOT BEING OFFERED EMPLOYMENT, OR (2) DISMISSAL AT ANY TIME FROM THE SERVICE OF THE VILLAGE, IF EMPLOYED.

I UNDERSTAND AND ACKNOWLEDGE THAT AN OFFER OF EMPLOYMENT IS SUBJECT TO THE RESULTS OF A DRUG TEST. I FURTHER AGREE TO VOLUNTARILY SUBMIT TO A URINALYSIS OR HAIR TEST AND CONSENT TO RELEASE THE VILLAGE FROM ANY LIABILITY. I UNDERSTAND THAT ANY APPLICANT WHO TESTS POSITIVE WILL NOT BE HIRED. IT IS THE INTENT OF THE VILLAGE TO MAINTAIN A DRUG FREE WORK ENVIRONMENT.

I UNDERSTAND THAT CONSIDERATION FOR EMPLOYMENT AT THE VILLAGE IS CONDITIONAL UPON A REVIEW OF MY QUALIFICATIONS, WORK HISTORY, REFERENCES, ETC. I AUTHORIZE THE VILLAGE TO REQUEST AND OBTAIN VERIFICATION THAT THE INFORMATION GIVEN BY ME ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT SUCH VERIFICATION MAY INCLUDE, BUT MAY NOT BE LIMITED TO BACKGROUND INFORMATION PERTINENT TO THE POSITION FOR WHICH I HAVE APPLIED, EDUCATION VERIFICATION, EMPLOYMENT HISTORY, INVESTIGATION OF CRIMINAL HISTORY, ETC. I THEREFORE AUTHORIZE MY CURRENT AND ALL PREVIOUS EMPLOYERS TO COOPERATE WITH THE VILLAGE, AND TO RELEASE ANY INFORMATION THEY MAY HAVE CONCERNING ME, INCLUDING INFORMATION IN MY PERSONNEL RECORD OR OTHERWISE KNOWN TO THEM, TO HUMAN RESOURCES, IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT WITH THE VILLAGE. I SPECIFICALLY RELEASE FROM LIABILITY ANY CURRENT OR FORMER EMPLOYER(S), IT'S AGENTS, REPRESENTATIVES, EMPLOYEES, OFFICERS, DIRECTORS, ETC. FOR OR ON ACCOUNT OF THEIR PROVIDING/DISCLOSING SUCH INFORMATION TO THE VILLAGE.

I UNDERSTAND AND AGREE THAT MY EMPLOYMENT AND COMPENSATION IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE TIME AND MANNER OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME BY ME OR THE VILLAGE, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT ANY PREVIOUS NOTICE. I ALSO UNDERSTAND AND AGREE THAT THE VILLAGE HAS THE RIGHT TO UNILATERALLY MODIFY AND TERMINATE ANY POLICIES, PRACTICES, PROCEDURES AND STANDARDS IT HAS ADOPTED OR IMPLEMENTED TO THE EXTENT NOT PROHIBITED BY LAW. I ACKNOWLEDGE THAT NO VILLAGE EMPLOYEE NOR REPRESENTATIVE, OTHER THAN THE MAYOR, HAS EITHER THE POWER OR AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY REPRESENTATION OR AGREEMENTS CONTRARY TO ANY OF THE FOREGOING, UNLESS THAT AGREEMENT IS IN WRITING AND IS SIGNED BY THE MAYOR. I UNDERSTAND THAT ANY PRIOR REPRESENTATIONS, PROMISES, CONTRACTS OR STATEMENTS MADE BY OR ON BEHALF OF THE VILLAGE ARE EXPRESSLY SUPERSEDED BY THE FOREGOING.

THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 STATES THAT EMPLOYEES MUST REQUIRE ALL PERSONS HIRED TO SUBMIT DOCUMENTS TO THE EMPLOYER SHOWING THEIR IDENTITY AND THEIR RIGHT TO BE LAWFULLY EMPLOYED IN THE UNITED STATES. IT ALSO REQUIRES THAT THE EMPLOYEE COMPLETE AND SIGN A GOVERNMENT FORM TO THIS EFFECT. I UNDERSTAND THAT IF HIRED BY THE VILLAGE, I WILL TIMELY FURNISH DOCUMENTS FOR INSPECTIONS THAT VERIFY MY IDENTITY AND THAT I AM LEGALLY PERMITTED TO WORK IN THE UNITED STATES. FURTHERMORE, I UNDERSTAND THAT MY EMPLOYMENT WILL BE TERMINATED IF I FAIL TO TIMELY PROVIDE THE NECESSARY DOCUMENTS.

PRINT NAME

SIGNATURE