

CITY OF HOUGHTON

Employment Application



APPLICANT INFORMATION

Last Name		First		Middle		
Street Address				Apartment/Unit #		
City			State		ZIP	
Phone			E-mail Address			
Date Available			Date of Birth			
Position Applied For						
Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.:	YES ☐	NO ☐	
Have you ever worked for this company?	YES ☐	NO ☐	If so, when?			
Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, explain:			

Are You:	Male ☐	Female ☐	
Maiden Name if Applicable		Any Alias	

EDUCATION

High School		Address						
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
College			Address					
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
Other			Address					
From		To		Did you graduate?	YES ☐	NO ☐	Degree	

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			

REFERENCES (CONTINUED)

Full Name		Relationship	
Company		Phone	
Address			

Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT

Company		Phone			
Address		Supervisor			
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐					

Company		Phone			
Address		Supervisor			
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐					

Company		Phone			
Address		Supervisor			
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐					

MILITARY SERVICE

Branch		From		To	
Rank at Discharge		Type of Discharge			
If other than honorable, explain					

DRIVER'S LICENSE

Do you presently have a Michigan Driver's License?

YES ☐ NO ☐

If so, please attach a copy of the license to this application as well as your driving record from the Secretary of State.

If you do not have a valid Michigan Driver's License, please provide a copy of your license and driving record from another state.

CDL

Do you currently hold a valid Michigan Commercial Driver's License (CDL)?

YES ☐ NO ☐

If so, please attach a copy of your CDL to this application, along with your driving record from the Michigan Secretary of State.

If you do not hold a valid Michigan CDL, please provide a copy of your CDL and driving record from the state in which it was issued.

DISCLAIMER/AUTHORITY TO RELEASE INFORMATION/SIGNATURE

I certify that my answers are true and complete 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 release.

The City of Houghton adheres to USDOT policy, Section 40.25

This provision requires employers to check on the drug and alcohol testing background of new hires and other employees beginning safety-sensitive work. Employers would have to get written consent from the applicant (in the absence of which the employer would not hire the person). The employer sends the request for information and the employee's consent to all other employers for whom the employee had worked within the previous two years.

The employer cannot let the employee perform safety-sensitive duties for more than 30 days unless the employer has obtained, or made and documented a good faith effort to obtain, the required information from previous employers (as well as from firms to whom the employee applied for safety-sensitive work, where there was a positive test result or a refusal). If the employer finds that the employee has a violation on his record, and the employee has not successfully completed the return-to-duty process, the employer must immediately stop using the employee to perform safety-sensitive functions.

I consent to the release of information concerning my capacity and/or all aspects of prior job performance by employers, educational institutions, law enforcement agencies for the purpose of determining my eligibility and suitability for employment.

Signature

Date