



# City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161

phone 313 885.6600 fax 313 885.0917

## APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire

An Equal Opportunity Employer

### PERSONAL INFORMATION

Date \_\_\_\_\_

Name

Last

First

Middle

Present Address

Street

City

State

Zip

Permanent Address

Street

City

State

Zip

Phone ( ) \_\_\_\_\_

Are you 18 years or older?

Yes

No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?

Yes

No

### EMPLOYMENT DESIRED

Position \_\_\_\_\_

Date You Can Start \_\_\_\_\_

Salary Desired \_\_\_\_\_

If So, May We Inquire Of Your

Are You Employed Now?

Yes

No

Present Employer? Yes

No If so,

When?

Have you ever applied to this municipality before?

Yes

No

Referred by?

### EDUCATION

	Name and Location Name and Location of School	Number of Years Attended	Did You Graduate?	Course of Study
Grammar School				
High School				
College				
Trade Business OR Correspondence School				

### GENERAL

Subjects of special study or research work

Special Skills

### MILITARY (complete this section if you served in the U.S. Armed Forces)

Branch of Service \_\_\_\_\_

Period of Active Duty

From \_\_\_\_\_

To \_\_\_\_\_

Rank At Discharge \_\_\_\_\_

Date of Final Discharge \_\_\_\_\_

Describe your duties and any special skills.

LAST

FIRST

MIDDLE



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**FORMER/CURRENT EMPLOYERS** (List below the last three employers starting with the last one first)

1. Company Name	Telephone ( )
Address	Employment Dates (State Month and Year) From To
Name of Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason For Leaving
2. Company Name	Telephone ( )
Address	Employment Dates (State Month and Year) From To
Name of Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason For Leaving
3. Company Name	Telephone ( )
Address	Employment Dates (State Month and Year) From To
Name of Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason For Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact  
DO NOT CONTACT Employer Number (s) \_\_\_\_\_ Reason \_\_\_\_\_

**REFERENCES** (give the names of two persons not related to you, whom you have known at least one year)

Name	Address	Business	Years Acquainted

Have you ever been convicted of a crime, excluding misdemeanor and summary offenses?  
 Yes  No

If Yes, describe. \_\_\_\_\_

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if the City decides to employ me, my employment will be at will and may be terminated at any time with or without notice and with or without cause either by me or by the City.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_ Remarks \_\_\_\_\_