



Application for Employment

City of South Lyon

335 S. Warren St., South Lyon, MI 48178

Ph: 248-437-1735 Fax: 248-486-0049

www.southlyonmi.org

Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

PERSONAL INFORMATION

Date: _____

Last Name _____ First Name _____ Middle _____

Address _____ City _____ State _____ Zip _____

Home phone _____ Cell# _____ Work# _____

Email address _____ Social Security _____

Position(s) applied for: _____

How did you hear about us?

- Advertisement Friend Relative Employment Walk In Other
 Referral by current employee (provide name of individual) _____

Have you ever filed an application with us before? Yes No (If Yes, give approximate date)

Have you ever been employed with us before? Yes No (If Yes, give approximate date)

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you 18 years of age or older? Yes No

Can you provide proof of eligibility for employment in the United States? Yes No

(Proof of citizenship or immigration status will be required upon employment)

What date would you be available to start? _____ What hours are you available? _____

Do you have a valid Driver's License? Yes No Do you have a valid CDL? Yes No

License Number: _____ Expiration _____ State _____

(Proof of CDL status will be required upon employment)

Has your Driver's License ever been suspended or revoked? Yes No

Have you ever been convicted of anything other than minor traffic violation? Yes No

Do you have any felony charges pending against you? Yes No

If you answered yes to either of the above, please provide dates, places, charges & disposition of convictions:

APPLICANT'S STATEMENT

PLEASE READ THE INFORMATION BELOW CAREFULLY AND INSURE THAT YOU UNDERSTAND IT IN ITS ENTIRETY PRIOR TO SIGNING BELOW.

I certify that the answers and information in this application are true, correct and complete without qualification. I understand that the City of South Lyon has the right to refuse to hire or immediately discharge me, at any time, should they discover that I have provided incomplete, untrue or misleading answers or information in this application or on any other documents or forms submitting at any time during my employment.

I understand that this application for employment shall be active for a period of time not to exceed three (3) months from the date signed below. Should I wish to be considered for employment by the City of South Lyon beyond that time frame, I must reapply.

I hereby authorize the City of South Lyon to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions and any other third party contacted by the City of South Lyon to release to them any information they have regarding me without providing written notice to me.

I authorize the City of South Lyon to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me such as disclosure and I release the City of South Lyon from any liability in connection with such use or disclosure.

If I am hired by the City of South Lyon, I understand and agree that I will be bound by the rules, regulations, policies, procedures and other terms and conditions of employment of the City of South Lyon as they are from time to time changed, with or without notice to me.

If I am hired by the City of South Lyon, I understand that I may terminate my employment at any times and for any reason, with or without cause. I further understand that the City of South Lyon may terminate my employment with them any time, with or without cause and with or without notice. This employment relationship (at will) exists regardless of any written statements, policies or documents of the City of South Lyon or any verbal statement to the contrary.

I understand and agree that I may be obligated to take medical examinations as directed by the Company if the Company believes physical or mental conditions exist which may impair my performance or safety or the performance or safety of others, I further understand that the City of South Lyon is a drug- free workplace, and I am subject to undergoing drug screening at the Company's expense. If hired, I will be required to read and sign consent to the City of South Lyon Substance Abuse Policy.

I agree and understand that certain employment offers are conditional upon the results of a post-offer medical evaluation which may include psychological, drug and alcohol tests. When applicable, this will be addressed in an offer letter.

I agree not to commence any action or claim relating to my employment with the City of South Lyon or this application for employment more than six (6) months after termination of such employment, or the date of this application, and to waive any statute of limitations to the contrary.

Employment is conditional upon favorable results of professional references, verification of eligibility for employment in the United States, verification of technical certification and signing consent with the City of South Lyon Policies. I understand and agree that the terms and conditions of employment may be altered by the City of South Lyon at any time with or without cause or notice.

Signature of Applicant

(This application is valid for 90 days. If you wish to be considered for employment after this time, you must reapply)