



General Job Application

Candidate Information

Personal Information

Name* _____

Personal Email* _____

Cell Phone* _____ Home Phone _____

Address

Street* _____

City* _____ State* _____ Zip Code* _____

Additional Information

Eligible for Work in the USA?* _____

Required Salary* _____

Available Start Date* _____

Are you a former Sterling Heights employee?* _____

If yes, please indicate dates in which you were employed, and position titles:

Are you a veteran of the US Military?* _____

If yes, please indicate branch of service and rank: _____

Have you ever been convicted of a crime?* _____

If yes, please indicate when, where, and nature of the offense:

Have you ever been employed under a name other than the one you use now?* _____

If yes, please list all other names used: _____

Are you related to anyone employed by, or an elected official of, Sterling Heights?* _____

If yes, please provide the person's name, department, and your relationship:

Can you perform the essential duties of the job in which you wish to be employed, with or without reasonable accommodation?* _____

Work Experience

Company 1

Company Name* _____

City* _____ State* _____

Reason for Leaving* _____

Job Title* _____

From* _____ To* _____

Description/Job Responsibilities:

Company 2

Company Name _____

City _____ State _____

Reason for Leaving _____

Job Title _____

From: _____ To: _____

Description/Job Responsibilities:

Company 3

Company Name _____

City _____ State _____

Reason for Leaving _____

Job Title _____

From: _____ To: _____

Description/Job Responsibilities:

Company 4

Company Name _____

City _____ State _____

Reason for Leaving _____

Job Title _____

From: _____ To: _____

Description/Job Responsibilities:

Education

Highest Education Completed* _____

School 1

School Name* _____

Type* _____

Graduate?* _____

School 2

School Name _____

Type _____

Status _____

Degree _____

School 3

School Name _____

Type _____

Status _____

Degree _____

EEO Information

Gender: _____ Ethnicity: _____ Citizenship: _____

Applicant Acknowledgement

I understand and agree that information provided in this application will be relied upon by the City of Sterling Heights in considering me for employment, and I certify that all information is true and that I have not knowingly omitted any requested information. I further understand that any false or misleading statements or omissions made by me on this application or other city records will subject me to disqualification from consideration or dismissal at any time during my employment.

I hereby authorize the City of Sterling Heights to make a thorough investigation of my past employment, driving record, criminal conviction records, social security verification, and educational attainment in the event I receive an offer of employment from the City of Sterling Heights. I agree to cooperate in such investigation and I release the City and any person or organization supplying information to the City in connection with such investigation of and from liability in connection with the furnishing or use of such information.

I understand that as a condition of employment by the City of Sterling Heights, I must successfully pass a medical screening, including an alcohol/drug test. Applicants testing positive for illegal drugs, unauthorized prescription drugs or alcohol will not be hired by the City.

I understand that the U.S. Government requires the City to verify my eligibility for employment in the United States and my identity. I further understand that the City must decline to hire me if I fail to present adequate proof of my eligibility and identity.

I understand all conditions of employment including, but not limited to, hours, benefits, and salary are subject to change at any time.

I have been advised and I am fully aware that I must become a resident of Macomb County and/or reside within 20 miles of the municipal boundaries within six months from the date of hire if employed in a full-time capacity and that I must remain as such while employed by the City.

The law requires that a disabled person needing accommodations for employment must notify the employer in writing within 182 days after the need is known. If you need accommodations in order to take a test during the recruitment process, you must notify the Human Resources Office in writing of the need for accommodations within six days of the exam.

I understand that if I am hired, my employment is terminable at will and as such I realize that I may be discharged with or without cause. This is the only employment contract that the City has represented to me and I understand that no oral representations or written statements in personnel policies are intended to be interpreted as, superseding or contradicting the terms of this "at will" employment contract.

Applicant Signature*: _____