

## INSTRUCTIONS ON APPLYING FOR CITY EMPLOYMENT

***Read the following instructions carefully before completing the attached application. Failure to follow these instructions could affect your opportunity for employment.***

**1. CHECK TO BE SURE THAT YOU HAVE THE NECESSARY FORMS.**

In addition to this information sheet, you should also have the following: an "[Application for Employment](#)", the official job announcement describing the position for which you are applying, an "[Equal Employment Opportunity Data Sheet](#)" and a "[Consent Form for the Release of Information](#)".

**2. READ THE JOB ANNOUNCEMENT THOROUGHLY.**

The job announcement provides you with the following essential information:

- a) The official job title, which is the title that you should use on the application;
- b) The duties and responsibilities expected of you if hired;
- c) The knowledge, abilities and skills required to perform the work;
- d) The education and/or work experience required in order to be considered for this position;
- e) Any special licenses or certificates required;
- f) The deadline by which your application must be received in the Human Resource Department.

If you meet the qualifications and are interested in the type of work described, complete the application as instructed below. If not, you may wish to review the bulletin board in the hallway just outside the entrance to the Human Resource Department or the on-line Employment Opportunities to see if there are other jobs posted for which you are both interested and qualified.

**3. PRINT OUT AND FILL OUT THE OFFICIAL APPLICATION FORM IN FULL.**

Applications should be completed in full even if a resume is attached. Do **not** answer questions on the application by saying "see resume". Failure to accurately and completely fill out this application could affect your opportunities for employment. Type or print clearly in dark ink. If you need more space for an answer, attach a sheet of paper the same size as this one, and write your name in the upper right hand corner. Be sure to sign and date the application at the end in the space provided.

**4. ATTACH DOCUMENTATION OF EDUCATION, LICENSES, PERMITS AND CERTIFICATIONS TO MEET BASIC REQUIREMENTS AS SPECIFIED IN THE JOB DESCRIPTION AND FOR EXTRA CREDIT WHERE APPLICABLE.**

For example, if one or more years of college is required, attach a copy of transcripts and any degree received. If your education exceeds the minimum requirements, it is recommended that you submit a copy of the highest degree attained and any related transcripts by the closing date or as soon as possible. **For some positions, extra credit is given for higher education if documentation is received prior to establishment of an eligibility list.** If the job announcement specifies that a certain type of license, certification, permit or registration is required, please submit a copy of same.

5. **ATTACH DOCUMENTATION OF MILITARY SERVICE.**

Extra credit may be added to your test score if you provide the City with a copy of your **DD214** separation papers showing that you were honorably discharged and received an armed forces expeditionary or other campaign service medal for World War II, Korea, Vietnam, Desert Storm or other emergency condition.

6. **FILL OUT THE E.E.O. DATA SHEET AND RETURN IT WITH YOUR APPLICATION.**

The [E.E.O. Data Sheet](#) will be separated from your application and used for statistical purposes to comply with federal regulations. It will **not** affect your candidacy for employment. ***The City of Royal Oak is an Equal Opportunity Employer - all applicants will receive equal consideration for employment without regard to race, color, religion, national origin, age, sex or disability.***

7. **NEPOTISM POLICY**

In order to avoid conflict of interest, favoritism and the appearance of same, no employee of the City of Royal Oak shall be placed in a position where he/she is required to supervise, evaluate or discipline an immediate family member or receive supervision, evaluation or discipline from an immediate family member. Immediate family member includes parent, spouse, child, sibling or in-law.

8. **Michigan law** requires employers to make accommodations to applicants and employees with disabilities where the accommodation does not impose an undue hardship on the employer. Employees and applicants may request an accommodation of their disabilities by notifying the City in writing of the need for accommodation within 182 days of the date that he/she knows or should know that an accommodation is needed. Failure to notify the City will preclude any claim that the employer failed to provide accommodation.

9. **PLEASE RETURN YOUR APPLICATION WITH ALL REQUIRED DOCUMENTATION TO THE HUMAN RESOURCE DEPARTMENT BY THE DEADLINE STATED ON THE JOB ANNOUNCEMENT. APPLICATIONS RECEIVED BY FAX CAN NOT BE CONSIDERED UNTIL THE ORIGINAL, SIGNED APPLICATION IS ON FILE WITH THE HUMAN RESOURCE DEPARTMENT.**



## EMPLOYMENT EXPERIENCE

Begin with your present employer or your last job. List a promotion as a new job. List all employers. Attach extra pages if needed.

Employer Name _____	Telephone (Including Area Code) _____
Address _____	Dates of Employment _____
	From _____ To _____
Your Job Title _____	Wages _____
	Start _____ Last _____
Name and Title of Supervisor _____	Reason for Leaving _____
May we contact your present employer for a reference?      Yes      No	

Employer Name _____	Telephone (Including Area Code) _____
Address _____	Dates of Employment _____
	From _____ To _____
Your Job Title _____	Wages _____
	Start _____ Last _____
Name and Title of Supervisor _____	Reason for Leaving _____
May we contact your previous employer for a reference?      Yes      No	

Employer Name _____	Telephone (Including Area Code) _____
Address _____	Dates of Employment _____
	From _____ To _____
Your Job Title _____	Wages _____
	Start _____ Last _____
Name and Title of Supervisor _____	Reason for Leaving _____
May we contact your previous employer for a reference?      Yes      No	

## REFERENCES

List at least two responsible adults who have knowledge of your work ethic, experience, and ability. (Do not include relatives, former or present employers, or fellow employees.)

Name	Address	Telephone # (Incl. Area Code)	Occupation

## CERTIFICATION / SIGNATURE

Read Carefully Before Signing:

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me are true and complete.

I further agree and consent in advance that any misrepresentation or falsification of any of the above information shall be cause, without any hearing, for rejection of this application, or termination of employment, depending upon when the falsification is discovered.

I also consent for the City of Royal Oak to verify the information I have provided, and check with previous employers. I release the City and previous employers from any liability arising from disclosure of information concerning my past employment or personal history.

I agree and understand that any employment offer will be contingent upon the successful completion of a background investigation and post-offer medical exam.

Further, I understand and agree that my employment is for no definite period of time and my employment and compensation can be terminated at any time, with or without cause, with or without notice, at the option of either the employer or myself, unless otherwise provided by union contracts, applicable Civil Service rules or written employment agreement signed by the City Manager or City Commission.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF ROYAL OAK

## EQUAL OPPORTUNITY DATA SHEET

**POSITION** (As Listed on Job Description): \_\_\_\_\_

**INSTRUCTIONS:** In compliance with federal Equal Employment Opportunity Guidelines, the City of Royal Oak is required to maintain statistical data on all job applicants. This information is requested for statistical purposes only and will not become a part of your employment file or affect your candidacy for employment. Thank you for your cooperation.

**PLEASE PLACE A CHECK IN FRONT OF APPROPRIATE ANSWER:**

**1) AGE:**

- |                               |                               |
|-------------------------------|-------------------------------|
| _____ a) 17 or less           | _____ d) 41 years to 65 years |
| _____ b) 18 years to 25 years | _____ e) 65 or older          |
| _____ c) 26 years to 40 years |                               |

**2) SEX:**

- |               |                 |
|---------------|-----------------|
| _____ a) Male | _____ b) Female |
|---------------|-----------------|

**3) ETHNIC RACIAL STATUS:**

- |                   |   |
|-------------------|---|
| _____ a) White    | _____ d) American Indian/Alaskan Native |
| _____ b) Black    | _____ e) Asian or Pacific Islander      |
| _____ c) Hispanic | _____ f) Other (please specify below)   |
- \_\_\_\_\_

**4) TYPE OF WORK DESIRED** (please select ONE preference only):

- \_\_\_\_\_ a) Administrative (*managerial or department head*)
- \_\_\_\_\_ b) Professional or Technical (*engineer, computer operator, appraiser, accountant, etc.*)
- \_\_\_\_\_ c) Protective Service (*police, fire, police service aide*)
- \_\_\_\_\_ d) Office/Clerical (*secretary, typist, account clerk, switchboard operator, etc.*)
- \_\_\_\_\_ e) Skilled Craft (*mechanic, carpenter, electrician*)
- \_\_\_\_\_ f) Maintenance/Service (*truck driver, maintenance person, equipment operator, etc.*)
- \_\_\_\_\_ g) Seasonal or Part-Time

**5) HOW DID YOU HEAR ABOUT THIS OPENING?**

- \_\_\_\_\_ a) Printed Want Ads (Publication: \_\_\_\_\_)
- \_\_\_\_\_ b) On-Line Want Ad / Notice (Web site name: \_\_\_\_\_)
- \_\_\_\_\_ c) Posting on Bulletin Board or Cable
- \_\_\_\_\_ d) Friend or Relative
- \_\_\_\_\_ e) MESA (*Unemployment Office*)
- \_\_\_\_\_ f) Other (*Specify*): \_\_\_\_\_

**6) YOUR CURRENT RESIDENCY:**

- a) City where you now live: \_\_\_\_\_
- b) County where you now live: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_  
POSITION  
\_\_\_\_\_  
CLOSING DATE

MEMBER MICHIGAN MUNICIPAL LEAGUE

**CONSENT FORM FOR RELEASE OF  
CRIMINAL HISTORY CONVICTION INFORMATION AND DRIVING RECORD**

As a prospective employee or volunteer of the City of Royal Oak, I understand that it is this agency's policy to secure conviction criminal history information as part of their pre-employment screening process using the information provided below. I further understand that the personal data that I am providing will be used for no other purpose and will not become a part of my employment file or volunteer file.

**>>>>>>>PLEASE PRINT<<<<<<<**

NAME: \_\_\_\_\_  
FIRST NAME MIDDLE NAME (NOT JUST INITIAL) LAST NAME

MAIDEN NAME / OTHER NAMES PREVIOUSLY USED:

\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ RACE: \_\_\_\_\_ SEX: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

- ◆ I understand that the Central Records Division of the Michigan State Police and the Michigan Secretary of State requires the above information.
- ◆ I authorize the City of Royal Oak to utilize the above information for the sole purpose of obtaining a criminal history conviction and driver's license record search.

\_\_\_\_\_  
SIGNATURE DATE

Revised: 06/10

**211 Williams Street • P.O. Box 64 • Royal Oak, MI 48068-0064 • Phone Area Code (248)  
www.ci.royal-oak.mi.us**

Assessor .....246-3110	Engineering ..... 246-3260	Ice Arena ..... 246-3950	Recreation.....246-3180
Building Insp.....246-3210	FAX ..... 246-3001	Info Systems ..... 246-3080	Rental Assistance .....246-3290
Cable T.V. (WROK) .....246-3770	Finance..... 246-3030	Motor Pool ..... 246-3370	Senior/Community Ctr.....246-3900
City Attorney.....246-3240	Fire Dept. (Bus.) ..... 246-3800	Planning & Zoning..... 246-3280	TDD .....246-3010
City Clerk.....246-3050	General Info.....246-3200	Police Dept. (Bus.)..... 246-3500	Treasurer .....246-3140
City Manager .....246-3200	Housing Assistance ..... 246-3130	Public Service Dept..... 246-3300	Water Bills.....246-3160
Code Enforcement .....246-3210	Human Resources ..... 246-3070	Purchasing..... 246-3202	