

## 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 online at: <http://www.ci.royal-oak.mi.us/jobs> to see if there other jobs posted for which you are qualified.

### 3. PRINT OUT AND COMPLETE THE OFFICIAL APPLICATION FORM.

Applications must be completed in full even if you attached a resume. Type or print *legibly* in dark ink. 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. If you need more space for an answer, attach an 8.5x11 sheet of paper, 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.** Extra credit cannot be guaranteed if your supporting documentation is received after the application deadline. If the job announcement specifies that a certain type of education, license, certification, permit or registration is required, please submit a copy of evidence thereof.

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 CONSENT FORM FOR RELEASE OF CRIMINAL HISTORY CONVICTION INFORMATION AND DRIVING RECORD SHEET AND RETURN IT WITH YOUR APPLICATION.**

The [Consent Form for Release of Criminal History Conviction Information and Driving Record](#) will be separated from your application and used to run a basic criminal and driving record background check on applicants who meet the minimum qualifications.

7. **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**

8. **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.

9. **DISABILITY POLICY**

**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.

**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 OR EMAIL CAN NOT BE CONSIDERED UNTIL THE ORIGINAL, SIGNED APPLICATION IS ON FILE WITH THE HUMAN RESOURCE DEPARTMENT.**

**PLEASE DO NOT INCLUDE ANY DOCUMENTATION NOT SPECIFICALLY REQUESTED ON THE JOB ANNOUNCEMENT. DO NOT INCLUDE PHOTO I.D.'S OR SOCIAL SECURITY CARDS.**

**DO NOT RETURN THIS INSTRUCTION SHEET OR JOB DESCRIPTION WITH YOUR APPLICATION.**

# APPLICATION FOR EMPLOYMENT

**CITY OF ROYAL OAK**  
HUMAN RESOURCE DEPARTMENT  
211 WILLIAMS STREET, PO BOX 64  
ROYAL OAK, MICHIGAN 48068-0064

## **HR USE ONLY**

EDUCATION \_\_\_\_\_  
CERTIFICATION \_\_\_\_\_  
CONSENT \_\_\_\_\_  
E E O \_\_\_\_\_

PHONE # **248 246-3070**

TDD # **248 246-3010**

*INSTRUCTIONS: Type or print in ink. Complete all questions, even if you enclose a resume. Extra pages may be attached if you need them. If required in the Job Announcement, please provide all proofs of education or certifications. The original, signed form (no scan, copy or fax) may be turned in at the Human Resource Department or mailed to the address above.*

### STATE EXACT TITLE OF POSITION FROM THE JOB ANNOUNCEMENT

|                                                                           |                                         |                                                                                                                                                                                                                                                        |                |
|---------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| DATE OF APPLICATION                                                       |                                         | DATE AVAILABLE FOR WORK                                                                                                                                                                                                                                |                |
| LAST NAME                                                                 |                                         | FIRST NAME                                                                                                                                                                                                                                             | MIDDLE INITIAL |
| ADDRESS                                                                   |                                         | CITY                                                                                                                                                                                                                                                   | STATE ZIP CODE |
| HOME PHONE (INCLUDING AREA CODE)                                          | CELL/MOBILE PHONE (INCLUDING AREA CODE) | EMAIL ADDRESS                                                                                                                                                                                                                                          |                |
| DO YOU HAVE A VALID DRIVER'S LICENSE?<br>(NOT REQUIRED FOR ALL POSITIONS) |                                         | CLASS / TYPE (O – Operator; C – Chauffeur; CDL – Commercial Driver's License, etc.)                                                                                                                                                                    |                |
| ISSUED BY THE STATE OF                                                    |                                         | EXPIRATION DATE                                                                                                                                                                                                                                        |                |
| DATES OF U.S. MILITARY SERVICE                                            | BRANCH OF SERVICE                       | TYPE OF DISCHARGE<br><small>If you are claiming preference as a veteran, or as the spouse or child of a disabled veteran, you must attach a copy of your discharge documents and, if applicable, your V.A. disability letter and claim number.</small> |                |

| CHECK THE BOX FOR EACH QUESTION                                                                                                                                                                                                         | YES | NO |                                                                                                             | YES | NO |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-------------------------------------------------------------------------------------------------------------|-----|----|
| Are you a United States Citizen?                                                                                                                                                                                                        |     |    | If you are not a U.S. citizen, are you legally authorized to work in the United States?                     |     |    |
| Have you ever been convicted of a crime other than a minor traffic violation? If so, state when and the nature of the crime. (A yes answer does not automatically disqualify you.)                                                      |     |    | Are there any felony charges currently pending against you?                                                 |     |    |
|                                                                                                                                                                                                                                         |     |    | Are you at least 18 years old?                                                                              |     |    |
| Have you ever been discharged or asked to resign from a position?<br><small>If yes – Explain fully using a separate sheet of paper, if necessary. (An affirmative answer does not automatically disqualify you from employment)</small> |     |    | Have you ever been employed by the City Of Royal Oak?<br><small>If yes - What was your title? When?</small> |     |    |

### EDUCATION

|                     | Name / Location | # of Years Completed | Diploma or Degree Y/N | Courses of Study |
|---------------------|-----------------|----------------------|-----------------------|------------------|
| High School         |                 |                      |                       |                  |
| College             |                 |                      |                       |                  |
| College             |                 |                      |                       |                  |
| Graduate            |                 |                      |                       |                  |
| Vocational Training |                 |                      |                       |                  |

### SPECIAL SKILLS

What skill(s) or additional training do you have that is relevant to the job for which you are applying? \_\_\_\_\_

What machines or equipment can you operate that are relevant to the job for which you are applying? \_\_\_\_\_

Have you had any off-the-job training or experience which would help you in this job? For example: hobbies, school work, community groups, or military experience? \_\_\_\_\_

List any licenses, registrations, or certifications you possess (i.e. CPA, Registered Engineer) \_\_\_\_\_

## 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<br>From _____ To _____ |
| Your Job Title                                               | Wages<br>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<br>From _____ To _____ |
| Your Job Title                                                | Wages<br>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<br>From _____ To _____ |
| Your Job Title                                                | Wages<br>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, MI

## CONSENT FORM FOR RELEASE OF

### CRIMINAL HISTORY CONVICTION INFORMATION & DRIVING RECORD

H/R USE ONLY

|              |
|--------------|
|              |
| POSITION     |
|              |
| CLOSING DATE |

As a prospective employee or volunteer of the City of Royal Oak, I understand that it is this entity's 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

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

Assessor .....246-3110  
Building Insp.....246-3210  
Cable T.V. (WROK).....246-3770  
City Attorney.....246-3240  
City Clerk.....246-3050  
City Manager .....246-3200  
Code Enforcement .....246-3210

Engineering ..... 246.3260  
FAX ..... 246-3001  
Finance..... 246-3030  
Fire Dept. (Bus.) ..... 246-3800  
General Info..... 246-3200  
Housing Assistance ..... 246-3130  
Human Resources..... 246-3070

Ice Arena ..... 246-3950  
Info Systems ..... 246-3080  
Motor Pool ..... 246-3370  
Planning & Zoning..... 246-3280  
Police Dept. (Bus.)..... 246-3500  
Public Service Dept..... 246-3300  
Purchasing..... 246-3202

Recreation.....246-3180  
Rental Assistance .....246-3290  
Senior/Community Ctr .....246-3900  
TDD .....246-3010  
Treasurer .....246-3140  
Water Bills.....246-3160

# 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: \_\_\_\_\_