



# Application for Employment

## Part-time/Temporary

Human Resources Department  
500 W Big Beaver Rd  
Troy, MI 48094  
248-680-7296  
[www.troymi.gov](http://www.troymi.gov)

**Instructions:** Complete all sections, even if you attach a resume. Applications can be sent to [apply@troymi.gov](mailto:apply@troymi.gov) or turned into the address above.

**General Information**

POSITION TITLE			DATE		
LAST NAME		FIRST	MIDDLE	NICKNAME	
ADDRESS			DRIVER LICENSE NUMBER		STATE
CITY		STATE	ZIP CODE	EMAIL ADDRESS	
PRIMARY PHONE NUMBER Indicate: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		ALTERNATE PHONE NUMBER Indicate: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		DATES YOU CAN WORK (mm/dd/yy) START _____ / _____ / _____ END _____ / _____ / _____	
WEEKLY SCHEDULE AVAILABILITY ( <u>specify days and start/end times you are available to work</u> )					
<b>Monday</b>		<b>Tuesday</b>		<b>Wednesday</b>	
Start: _____		Start: _____		Start: _____	
End: _____		End: _____		End: _____	
<b>Thursday</b>		<b>Friday</b>		<b>Saturday</b>	
Start: _____		Start: _____		Start: _____	
End: _____		End: _____		End: _____	
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If under 18, proof of eligibility to work (work permit) will be required.</i>			Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of citizenship or immigration status will be required upon employment.</i>		
Are you a current City of Troy employee? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you applied to the City of Troy in the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate position(s) and date(s): _____			Are you a former City of Troy employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when: _____ Position(s) Held: _____		
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate when, where and the nature of the offense: _____			<i>A conviction record will not necessarily be a bar to employment; age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.</i>		
Are you related to anyone employed by, or an elected official of, the City of Troy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, 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 accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain: _____					
Skills, Certifications, Licenses, and other Training: _____					

**Education**

<b>HIGH SCHOOL:</b>	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
LOCATION (City, State):	If no, do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If no, are you in High School now? <input type="checkbox"/> Yes	Current Grade: _____
<b>COLLEGE/UNIVERSITY:</b>	COURSE OF STUDY (MAJOR)	Currently Enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No
LOCATION (City, State):		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Type of Degree (i.e. BA/BS): _____
		Number of credits completed: _____
<b>COLLEGE/UNIVERSITY:</b>	COURSE OF STUDY (MAJOR)	Currently Enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No
LOCATION (City, State):		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Type of Degree (i.e. BA/BS): _____
		Number of credits completed: _____

**Employment History** – Indicate most recent jobs held. Attach an additional sheet, if necessary.

<b>JOB 1 – CURRENT OR MOST RECENT EMPLOYER</b>		EMPLOYMENT DATES (mm/yy) START ____/____/____ END ____/____/____	
COMPANY NAME and LOCATION (City, State)	JOB TITLE	CURRENTLY EMPLOYED? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME AVERAGE WORK HOURS/WEEK
DESCRIBE WHAT YOU DO/DID		WAGE	
		REASON FOR LEAVING	
<b>JOB 2 – NEXT MOST RECENT EMPLOYER</b>		EMPLOYMENT DATES (mm/yy) START ____/____/____ END ____/____/____	
COMPANY NAME and LOCATION (City, State)	JOB TITLE	CURRENTLY EMPLOYED? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME AVERAGE WORK HOURS/WEEK
DESCRIBE WHAT YOU DO/DID		WAGE	
		REASON FOR LEAVING	
<b>JOB 3 – NEXT MOST RECENT EMPLOYER</b>		EMPLOYMENT DATES (mm/yy) START ____/____/____ END ____/____/____	
COMPANY NAME and LOCATION (City, State)	JOB TITLE	CURRENTLY EMPLOYED? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME AVERAGE WORK HOURS/WEEK
DESCRIBE WHAT YOU DO/DID		WAGE	
		REASON FOR LEAVING	

Additional Information (i.e. volunteer experience, military, etc.):

**ATTENTION - THIS STATEMENT MUST BE SIGNED**

I authorize the references and previous employers listed above to give you any and all information concerning any previous employment and pertinent information they may have, personal or otherwise. I release all parties from all liability and from all damages that may result. I specifically waive any rights to be notified under Section 6(3)(a) of the Michigan Bullard-Plawecki Act of the release of personnel file information by prior employers and of the release of personnel file information to prospective employers by the City of Troy. All of the statements provided by me in this Employment Application are subject to investigation by the City of Troy. I understand that a false answer to any question in this Application constitutes grounds to not employ me or grounds to terminate my employment, if hired.

If applying for a position in the Troy Police Department, I understand I am subject to a full background investigation, including finger print checks, a review of police and arrest records, and a review of any criminal conviction history. If applying for a position which involves working with children, I understand that I am subject to a background investigation which will include a review of any criminal conviction history.

I understand that neither this document nor any offer of employment constitutes a contract of employment. In consideration of my employment, I agree to conform to the rules and regulations established by the City of Troy. 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, and without regard to the date of payment of my wages or salary, at the option of either the employer or myself. I understand that no employee has the authority to enter into any agreement to employ, an agreement for employment for any specific period of time, or make any agreement contrary to the foregoing, unless contained in an applicable collective bargaining agreement or individual employment agreement signed by myself and the City Manager.

Unless employed under a collective bargaining agreement, I further agree that any action or suit against the City arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.

I further understand that to benefit from the protections of the Michigan Handicappers' Civil Rights Act, MCL 37.1101, et seq., I must notify the City in writing of the need for a handicap accommodation within 182 days of the date I knew or should have known that an accommodation was needed.

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE SIGNED** \_\_\_\_\_