

CITY OF BAY CITY  
301 WASHINGTON AVENUE  
BAY CITY, MI 48708



### APPLICATION FOR EMPLOYMENT

NAME \_\_\_\_\_  
(FIRST) (MIDDLE) (LAST)

ADDRESS \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

TELEPHONE \_\_\_\_\_  
(HOME) (WORK) (OTHER)

SOCIAL SECURITY NUMBER \_\_\_\_\_

POSITION APPLYING FOR: **PUBLIC SAFETY OFFICER**

ARE YOU A CITIZEN OF THE UNITED STATES?  Yes  No

ARE YOU OVER 18 YEARS OF AGE?  Yes  No

WERE YOU EVER DISCIPLINED, DISCHARGED OR GIVEN THE OPTION TO RESIGN FROM ANY POSITION?  Yes  No

ARE THERE ANY FELONY CONVICTIONS PENDING AGAINST YOU?  Yes  No

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  Yes  No

IF SO, STATE WHEN, WHERE AND NATURE OF OFFENSE(S):

WHAT IS YOUR DRIVER'S LICENSE NUMBER? \_\_\_\_\_

HOW MANY PENALTY POINTS DO YOU CURRENTLY HAVE ON YOUR DRIVER'S LICENSE?

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT ACCOMODATIONS? *(Please reference the job description for more information.)*  Yes  No

**EMPLOYMENT:** Please list ALL previous and current employers for the past 10 years. Start with current or most recent employers. Include active or reserve military experience. Also, include any internships which you served. (If more space is needed, attach a separate sheet).

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Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Part-Time\_\_\_ Full\_\_\_ Temp\_\_\_

Supervisor's Name: \_\_\_\_\_

Your name while working there: (if different from present) \_\_\_\_\_

Describe your work: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

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Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Part-Time\_\_\_ Full\_\_\_ Temp\_\_\_

Supervisor's Name: \_\_\_\_\_

Your name while working there: (if different from present) \_\_\_\_\_

Describe your work: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

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Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Part-Time\_\_\_ Full\_\_\_ Temp\_\_\_

Supervisor's Name: \_\_\_\_\_

Your name while working there: (if different from present) \_\_\_\_\_

Describe your work: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## EDUCATION RECORD

Chronological history of education. Account for all high schools, colleges, trade or correspondence schools.

High school from which you graduated: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Your name at time of attendance (if different than present): \_\_\_\_\_

Year you graduated: \_\_\_\_\_

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Name of educational institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Your name at time of attendance (if different than present): \_\_\_\_\_

Did you graduate?

Yes \_\_\_\_\_ Year \_\_\_\_\_

No \_\_\_\_\_ Dates Attended

Associate Degree in: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Bachelor's Degree in: \_\_\_\_\_

Number of credits if less a

Master's Degree in: \_\_\_\_\_

degree: \_\_\_\_\_

PhD in: \_\_\_\_\_

Field of Study \_\_\_\_\_

Minor(s) in: \_\_\_\_\_

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Name of educational institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Your name at time of attendance (if different than present): \_\_\_\_\_

Did you graduate?

Yes \_\_\_\_\_ Year \_\_\_\_\_

No \_\_\_\_\_ Dates Attended

Associate Degree in: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Bachelor's Degree in: \_\_\_\_\_

Number of credits if less a

Master's Degree in: \_\_\_\_\_

degree: \_\_\_\_\_

PhD in: \_\_\_\_\_

Field of Study \_\_\_\_\_

Minor(s) in: \_\_\_\_\_

**REFERENCES:** List three (3) persons not related to you who have knowledge of your character, experience and ability.

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title/Position: \_\_\_\_\_

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title/Position: \_\_\_\_\_

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title/Position: \_\_\_\_\_

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EQUAL OPPORTUNITY EMPLOYER

The City of Bay City considers applicants for all positions without regard to race, religion, sex, national origin, age, marital status, handicap, or any other legally protected status.

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APPLICANT'S STATEMENT  
(Read carefully before signing)

I certify that the information given herein is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and myself in writing. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

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SIGNATURE OF APPLICANT

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DATE



**Authorization to Obtain a Consumer Credit Report and Release of Information for Employment Purposes**

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize the City of Bay City and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for my consideration for employment, or as a condition of my continued employment. I understand the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; motor vehicle records, including traffic citations and registration; and any other public records.

I, \_\_\_\_\_, authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation or public agency may have. I understand that I must provide my date of birth to adequately complete said screening and acknowledge that my date of birth will not affect any hiring decisions. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish the City of Bay City or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby release the City of Bay City and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs, family or associates because of compliance with this authorization and request to release. I understand that, pursuant to the Federal Fair Credit Reporting Act, the City of Bay City will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making an adverse decision regarding my fitness for employment with the City of Bay City. I further understand that such report will be made available to me if adverse action is taken against me, along with the name, address, and phone number of the agency that provided the information.

\_\_\_\_\_  
**Signature of Applicant or Employee**

\_\_\_\_\_  
**Date**

**Authorization to Obtain a Consumer Credit Report and Release of Information for Employment Purposes**

Page Two

Printed Name of Applicant or Employee

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|              |               |             |
|--------------|---------------|-------------|
| <b>First</b> | <b>Middle</b> | <b>Last</b> |
|--------------|---------------|-------------|

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**Other names used**

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|                |             |              |                 |
|----------------|-------------|--------------|-----------------|
| <b>Address</b> | <b>City</b> | <b>State</b> | <b>Zip Code</b> |
|----------------|-------------|--------------|-----------------|

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|                               |                      |
|-------------------------------|----------------------|
| <b>Social Security Number</b> | <b>Date of Birth</b> |
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|--------------------------------|---------------------|
| <b>Driver's License Number</b> | <b>State Issued</b> |
|--------------------------------|---------------------|

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**Race**

- \_\_\_\_\_ Hispanic or Latino
- \_\_\_\_\_ White (Not Hispanic of Latino)
- \_\_\_\_\_ Black or African American
- \_\_\_\_\_ Asian
- \_\_\_\_\_ Native Hawaiian or Other Pacific Islander
- \_\_\_\_\_ American Indian or Alaska Native
- \_\_\_\_\_ Two or More Races

**Definitions of race/ethnic categories:**

**Hispanic of Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races** - All persons who identify with more than one of the above five races.

*Para informacion en español, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.
  - In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

| <b>TYPE OF BUSINESS:</b>  | <b>CONTACT:</b>  |
|---|--|
| Consumer reporting agencies, creditors and others not listed below  | Federal Trade Commission: Consumer Response Center -<br>FCRA Washington, DC 20580      1-877-382-4357  |
| National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)        | Office of the Comptroller of the Currency<br>Compliance Management, Mail Stop 6-6<br>Washington, DC 20219      800-613-6743  |
| Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)                           | Federal Reserve Consumer Help (FRCH) P O Box 1200<br>Minneapolis, MN 55480<br>Telephone: 888-851-1920<br>Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a><br>Email Address: ConsumerHelp@FederalReserve.gov |
| Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) | Office of Thrift Supervision<br>Consumer Complaints<br>Washington, DC 20552      800-842-6929  |
| Federal credit unions (words "Federal Credit Union" appear in institution's name)   | National Credit Union Administration<br>1775 Duke Street<br>Alexandria, VA 22314      703-519-4600   |
| State-chartered banks that are not members of the Federal Reserve System  | Federal Deposit Insurance Corporation<br>Consumer Response Center, 2345 Grand Avenue, Suite 100<br>Kansas City, Missouri 64108-2638      1-877-275-3342  |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission                   | Department of Transportation , Office of Financial Management<br>Washington, DC 20590      202-366-1306  |
| Activities subject to the Packers and Stockyards Act, 1921  | Department of Agriculture<br>Office of Deputy Administrator – GIPSA<br>Washington, DC 20250      202-720-7051  |