



CITY OF BERKLEY

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

Employment Application

Employment applications **must** be emailed to hr@berkleymi.gov for consideration. This form is a fillable PDF. Click into the sections and type to complete. All applicants must complete pages 1-8 of this application packet. Public Safety Officer applicants must additionally complete page 9.

Full Name: _____
First M. Last

Address: _____
Street Address City State Zip Code

Phone Number: _____ Email Address: _____

Position for which you are applying: _____

How did you hear about this position? _____ Minimum Salary Requirements: _____

Have you ever been employed by the City of Berkley? Yes No

If yes: _____
When Position Held

Do you have any relatives currently employed or elected by the City of Berkley? Yes No

If yes, please list them: _____

Are you legally authorized to work in the United States? Yes No

Are you 18 years of age or older? Yes No

Type of employment desired (check all that apply): Full -Time Part-Time Seasonal

EEO/ADA Statement:

The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category.

We provide reasonable accommodation for qualified individuals with a disability if requested. Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or hr@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.

Employment History

Please begin with your most recent position. If additional pages are necessary, copy this page and attach.

Company: _____	From: _____	To: _____
Job Title: _____	Salary/Wage: _____	
Address: _____		
Duties Performed: _____ _____		
Reason for leaving: _____		
Average Hours Per Week: _____	May we contact this employer?	Yes No

Company: _____	From: _____	To: _____
Job Title: _____	Salary/Wage: _____	
Address: _____		
Duties Performed: _____ _____		
Reason for leaving: _____		
Average Hours Per Week: _____	May we contact this employer?	Yes No

Company: _____	From: _____	To: _____
Job Title: _____	Salary/Wage: _____	
Address: _____		
Duties Performed: _____ _____		
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Job Title: _____	Salary/Wage: _____	
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Duties Performed: _____ _____		
Reason for leaving: _____		
Average Hours Per Week: _____	May we contact this employer?	Yes No

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Job Title: _____	Salary/Wage: _____	
Address: _____		
Duties Performed: _____ _____		
Reason for leaving: _____		
Average Hours Per Week: _____	May we contact this employer?	Yes No

Education

School	Name of School	Graduated	Major/ Type of Degree Received
High School			
College			
College			
Other			
Other			

Military Service

Have you had any experience in the U.S. Armed Forces or in a State National Guard? Yes No

Branch: _____ Rank at Discharge: _____

Dates of Service: _____ - _____ Reserve Status: _____

Did you receive an honorable discharge? Yes No

A dishonorable discharge from the military will not necessarily bar you from employment.

Additional Information

Describe any specialized training, apprenticeships, internships, skills, licenses, endorsements, certificates, and extracurricular activities that pertain to the position for which you are applying (include CDL licenses and endorsements)

Questionnaire

Instructions: Answer all questions in this section. Questions in this section may be job related or required by state or federal laws. Your answers will not be considered unless the information is related to the job for which you are applying. However, your answers will be compared to information obtained in any background investigation, and any discrepancies may disqualify you from consideration.

1. Have you ever been convicted of a crime(s) other than a minor traffic violation?

Yes No

a. If yes, please explain, include dates and location:

2. Do you have any felony charges pending against you?

Yes No

a. If yes, please explain, include dates and location:

3. Have you ever been fired or asked to resign (not including layoffs or downsizing)?

Yes No

a. If yes, please explain:

4. Has your driver's license ever been suspended or revoked?

Yes No

5. Are you able to perform the essential functions of the job for which you are applying? (We will provide reasonable accommodation to qualified individuals with a disability upon request as required by law.)

Yes No

Acknowledgements

I certify that the information in this application is true, complete and correct to the best of my knowledge and understand that falsification, misleading, misrepresentation or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal.

I understand that after a conditional offer of employment, I may be required to take a complete physical exam and/or a drug test at the expense of the City.

I hereby authorize an investigation of my past employment, activities and statements contained in this application and release from all liability and responsibility all persons, companies, or corporations supplying such information. I understand that such information may include a record of disciplinary action assessed by previous employers, and hereby release such parties from any obligation to provide me with written notification of such disclosure

I authorize the City of Berkley to release any information (even if more than four years old) relating in any way to my employment including disciplinary reports, letters of reprimand or other notices of disciplinary action when such information is requested by any prospective or subsequent employers without any obligation (by them or you) to give me any notice of such disclosure.

Signature

Date

Criminal History & Driving Record Background Check Consent Form

Full Legal Name: _____

Any other names used (I.e. Maiden name): _____

Date of Birth: _____ **Current Address:** _____

Driver's License Number: _____ **Expiration Date:** _____

Consent and Disclosure

The City of Berkley is committed to providing a safe and secure work environment. As part of our hiring or employment process, we conduct criminal background checks. This process is in accordance with applicable federal, state, and local laws.

By signing this form, you are authorizing the City of Berkley or its authorized agent(s) to obtain and review your criminal history records and driving record as part of your application or continued employment.

This background check may include information regarding past criminal convictions, pending charges, or other law enforcement records as permitted by law.

Authorization and Acknowledgment

I, the undersigned, hereby voluntarily authorize the City of Berkley and/or its agents to conduct a criminal & driving record background check. I understand that:

- This information will be used solely for employment-related decisions.
- I acknowledge that I have been informed of my rights under the Fair Credit Reporting Act (FCRA) and Michigan state law, including the right to dispute any inaccuracies in the background check report: https://files.consumerfinance.gov/f/documents/bcfc_consumer-rights-summary_2018-09.pdf.
- Providing false or misleading information may result in disqualification from employment or termination.

Signature: _____

Printed Name: _____

Date: _____

City of Berkley
Equal Employment Opportunity Information Form

The City of Southfield is an EQUAL OPPORTUNITY EMPLOYER. To help us comply with government record keeping requirements we would appreciate your completing the following form. Any information given will not be used to decide if you will be hired. This information will be kept confidential, and only be used in accordance with applicable state and federal laws and regulations. You ARE NOT required to provide this information.

Check the space that applies to you:

Sex ____ Male ____ Female	Race: ____ White (0) ____ Black (1) ____ Asian/Pacific Islander (2) ____ American Indian/Alaskan National (3) ____ Hispanic (4) ____ Multiracial (5): Parents of different races Explain: _____	Are you a Vietnam Era Veteran? ____ Yes ____ No
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_____ I elect not to complete this section of the form

How did you find out about this job? Please mark the appropriate source below:

____ Job Announcement/Posting ____ Job Hotline ____ Internet - Site? _____ ____ Newspaper ad - Which newspaper? _____ ____ City Employee _____ ____ Cable Ad _____ ____ Michigan Employment Security ____ Agency Received a mailing	____ Just walked into Human Resources ____ Office Group or organization - Which one? _____ ____ Facebook, Twitter, LinkedIn, other Social Media - Which one? _____ ____ MIWorks Career ____ Center Other - _____ ____ Explain: _____
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Position Applied for: _____ Date: _____

Name _____
Last First Middle

Address _____
Street

City State Zip Code County

Social Security Number: _____

Home Phone Number: () _____ Work Phone Number: () _____

Highest Grade Completed (please circle): 6 7 8 9 10 11 12 13 14 15 16 17 18



CITY OF BERKLEY
DEPARTMENT OF PUBLIC SAFETY
2395 TWELVE MILE RD, BERKLEY, MICHIGAN 48072

Public Safety Applicants

Are you currently employed or have you ever been employed as a Certified Police Officer, Firefighter, or Public Safety Officer?

Currently Employed

Previously Employed

No

If you are currently employed or have been previously employed, did you leave in good standing?

Yes

No

If no, please explain, include details, dates and location: _____

MCOLIS Number: _____

Have you passed the MCOLIS Reading & Writing Test? Yes, date completed: _____ No

Have you passed the MCOLIS Physical Fitness Test? Yes, date completed: _____ No

In order to be considered for employment as a Public Safety Officer, you must pass both MCOLIS tests. The Physical Fitness Test expires after one year.

Training & Certifications:	School Attended:	Status:	Certifications Received:	Certification Status:
Police Academy				
Fire Academy				
Medical				
Other				

Are you a citizen of the United States?

Yes

No

Additional Information & Certifications: