



## City of Brown City Application for Employment

4205 Main Street  
Post Office Box 99  
Brown City, MI 48416  
[cbennett@cityofbrowncity.net](mailto:cbennett@cityofbrowncity.net)  
<https://cityofbrowncity.net/>  
Office: (810) 346-2325  
Fax: (810) 346-3802

Thank you for applying with the City of Brown City. Following is a general description of our application process. *Please be advised that processing time frames are estimates only.*

- Position is posted externally with a closing date.
- Applications must be received by City Hall **no later than 5 p.m. on the closing date.** Applications may be hand delivered, mailed or emailed.
- The City Manager reviews and selects the most qualified applicants and schedules interviews.
- Interviews are held and a candidate is selected. Most selected candidates will be notified within several days after completion of interviews.
- After the interview process, those applicants interviewed but not selected, will be notified via mail that the position has been filled.

In most cases 2 – 3 weeks may lapse between the closing date of a position and the day a job offer is made. We ask that you please be patient during this important process. **Calling City Hall will not expedite the status of your application.** The City is dedicated to thoroughly reviewing and considering all applications.

We appreciate your patience and thank you for applying with the City of Brown City.

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### **ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE NOTIFIED**

Depending on the position, offers of employment may be conditional upon successful physical examination, drug screening, driving record and criminal history background check. All employees are required to read and sign acknowledgement of several City of Brown City policies.

The City of Brown City's policy is to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classification.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. (Americans with Disabilities Act of 1991.)

*An Equal Opportunity Employer  
Oportunidad De Empleo con Derechos Iguales*



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Equal Opportunity/Reasonable  
Accommodation Employer

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All requested information must be furnished. The information you provide will determine whether you are eligible for the position or further examination process. All information contained on the application is subject to verification. Any omission, misstatement or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City service. Applications will be accepted only when positions are open.

### GENERAL INFORMATION (Please type or print legibly with ink)

Position Applying for: \_\_\_\_\_ Application Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City/State) (Zip)

Phone: \_\_\_\_\_  
(Home) (Cell/Message) (Please indicate best contact number)

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

Wage Requirements: \_\_\_\_\_ Date Available for Work: \_\_\_\_\_

How did you learn of the position you are applying for? (Check all that apply)

☐ Website ☐ Newspaper ☐ Walk-in ☐ City Employee ☐ Other \_\_\_\_\_

Are you a U.S. Citizen or non-U.S. Citizen authorized to work in the United States? ☐ Yes ☐ No

(If yes, you will need to show proof of work eligibility to be employed)

Have you ever worked for the City of Brown City? ☐ Yes ☐ No

If yes, from \_\_\_\_\_ (mo/yr) to \_\_\_\_\_ (mo/yr)

If you are a current City of Brown City employee, are you: ☐ Temporary ☐ Regular

Are you a registered voter? ☐ Yes ☐ No Where? \_\_\_\_\_

Are you related to any member of the City Council of the City of Brown City or any Brown City Commission/Board Member, or any City of Brown City employee? ☐ Yes ☐ No

If yes, please indicate name, position and relationship to you: \_\_\_\_\_

May we contact your current employer/supervisor if you are considered for hire? ☐ Yes ☐ No



## EDUCATION

**Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.**

Do you have a High School Diploma or a G.E.D.? ☐ Yes ☐ No

Education from an **Accredited** College/University:

College	Major	Type of Degree	Degree Completed		Credit Hours
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Trade/Technical Schools:

Trade/Technical School:	Subject Studied	Type of Degree	Degree Completed		Credit Hours
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Professional Registration(s), License(s), and/or Certification(s) you possess that relate to this position:

Professional Registration, License, and/or Certification:	License Number (If applicable)	Date Received	Expiration Date (If applicable)

Special training that relates to this position:

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List computer software program(s) with which you are proficient in operating that relate to this position:

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List equipment with which you are proficient in operating that relate to this position:

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Language Proficiency (Other than English):

Language:	Speak:		Read:		Write:	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### EMPLOYMENT HISTORY

You may make copies and use as many of these sheets as necessary to continue your employment history. Begin with your present or most recent position. List all jobs, paid or volunteer over the past ten years. Resumes may NOT be substituted for the requested information. DO NOT write "See Resume" in the spaces below.

Employer Name:	Position Title	
Address:	Starting Salary:	Ending Salary:
City/State/Zip:	Dates Employed: From: To:	
Phone #:	Supervisor's Name:	
Duties & Responsibilities:		
Reason for Leaving:		

Employer Name:	Position Title	
Address:	Starting Salary:	Ending Salary:
City/State/Zip:	Dates Employed: From: To:	
Phone #:	Supervisor's Name:	
Duties & Responsibilities:		
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Phone #:	Supervisor's Name:	
Duties & Responsibilities:		
Reason for Leaving:		

*If you need more space for Employment History, please photocopy this page*



Have you ever been party to a lawsuit? ☐ Yes ☐ No

Have you ever been convicted of a **misdemeanor** or **felony** other than minor/civil traffic offenses? Note: Reckless operation, hit-and-run, driving under the influence, excessive speeding, and similar charges are not considered minor traffic offenses. *(A conviction does not automatically disqualify your application from consideration. However, failure to report convictions will result in automatic disqualification from new or continued employment.)*

☐ Yes ☐ No If yes, give details, including charges, dates, locations, etc.

Have you ever been suspended, fired or asked to resign? ☐ Yes ☐ No If yes, please explain:

### REFERENCES

Please list the names, address, and telephone numbers of at least 3 professional references who are familiar with your work.

Name	Address	Phone Number	Years Acquainted

### APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements may result in my dismissal. I authorize the City of Brown City to make an investigation of any of the facts set forth in this application.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Name (Printed) \_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE

Interview Date: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

Recommendation: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

Department: \_\_\_\_\_



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### WAIVER OF NOTICE OF DISCLOSURE

I hereby consent and authorize an investigation of my past and/or present employment(s) relative to any matters contained in this application for employment and to any other matters relative to consideration of employment with the City of Brown City.

I hereby waive any and all written notice of disclosures required by my past and/or present employers(s) as required by Public Act Number 397 of 1978, or any other law.

In consideration of possible employment with the City of Brown City, I hereby release and forever discharge the City of Brown City, my past and/or present employer(s), their subsidiaries and successors from any and all actions, causes of actions, claims, damages, costs, expenses or liability, whether known or unknown, which may result from any investigation of my past and/or present employment(s).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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