



City of Ecorse

City of Friendship

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, 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.ecorsemi.gov> 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. 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. 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.

6. NEPOTISM POLICY

In order to avoid conflict of interest, favoritism and the appearance of same, no employee of the City of Ecorse 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.

7. 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 (COPIES OF) PHOTO I.D.'S OR SOCIAL SECURITY CARDS.

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