

CITY OF AUBURN
INSTRUCTIONS FOR 2011 SUMMER EMPLOYMENT APPLICATION
Covering the time period from April 1, 2011 – September 30, 2011

Direct Deposit of payroll is mandatory for all temporary employees. If hired, you will need to bring your bank's routing number and your account number along with your ID as indicated below.

The City of Auburn has openings available in summer for temporary DPW positions.

The following duties are normal for this position but dependent upon the level of skill, ability, and expertise of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operate tractors, lawn mowers, and other power-driven equipment and tools.
- Perform varied landscaping and grounds maintenance work. Cut and prune trees and shrubs.
- Chip brush.
- Build, repair manholes, catch basins and other structures.
- Assist in maintaining parks and recreation equipment and facilities.
- Make repairs to equipment and facilities.
- Repair and patch streets.
- Assist in maintaining public buildings.
- Repair fences and perform concrete work.
- Install, repair and replace traffic, street and other signs.
- Paint various surfaces.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to perform heavy manual labor under all types of weather and other conditions.
- Ability to understand and follow verbal and written instructions.
- Physically active and strong.
- Ability to work effectively with other employees and the public.
- Good personal hygiene and appearance.

To comply with the Fair Labor Standards Act, applicants must be 18 years of age or older for any position requiring driving or the operation of power equipment.

If you are hired as a temporary employee, you must have a Social Security card **and** State-issued driver's license or a State-issued I.D. card with a photograph.

City of Auburn
TEMPORARY EMPLOYMENT APPLICATION

Phone: (989) 662-6761

Answer all questions. If more space is needed to answer questions completely, attach a separate sheet. Notify this office promptly if your address or telephone number changes.

Consideration of your application depends on the following:

1. The completed application must be received by the deadline date and time.
2. The City of Auburn conducts background checks, including driving records. Failure to disclose felony or misdemeanor convictions and/or traffic violations will result in disqualification for further employment consideration.

The City of Auburn (City) considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, the City complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. The City also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws.

Position applying for: _____ Date Available to Start: _____

Name: _____ Email Address: _____
(Last) (First) (Middle)

Residence Address: _____
(Number, Street, Apt No) (City) (State) (Zip Code)

Home Telephone Number: _____ Cell Telephone Number: _____

Are you 18 years of age or older? Yes No If not, state your age: _____

Have you ever been employed by the City of Auburn? Yes No If yes, in what department and when: _____

Are any persons currently employed by the City of Auburn related to you by blood or marriage?
 Yes No If yes, give names and your relationship to them: _____

Have you ever been convicted of a felony or misdemeanor (such as MIP)? Yes No If yes, please explain: _____

(A conviction will not necessarily be a bar to employment. The nature and circumstances of a conviction will be considered in any employment related decision.)

Are there any felony charges pending against you? Yes No If yes, please explain: _____

Have you ever been discharged or asked to resign from employment? Yes No If yes, please explain: _____

EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed	Did you Graduate	Diploma or Degree Received
High School			5 6 7 8 9 10 11 12	Yes No	
College			1 2 3 4 5 6 7 8	Yes No	
Other (Specify)			1 2 3 4 5 6 7 8	Yes No	

WORK HISTORY Start with your most recent position and work back. In the space below, give your complete record of employment. If the examination announcement for the position includes an experience requirement, be sure to show clearly that you meet such a requirement. You **must completely** fill out this section even if attaching a resume. Describe in detail the work you performed. (If you need more room to complete your prior work history, use additional sheets of paper.)

Dates of employment	State your exact title, then describe your duties	Employer Name, Address and Phone Number	Name of Supervisor & Title	Salary Start/ Finish	Reason for Leaving
From: Mo/yr: To Mo/yr:					
From: Mo/yr: To Mo/yr:					
From: Mo/yr: To Mo/yr:					
From: Mo/yr: To Mo/yr:					

MILITARY SERVICE RECORD Have you ever served in the U.S. Armed Forces? ___ Yes ___ No

List duties in the Service, including special training that is relevant to the position for which you have applied: _____

SKILLS

Please list experience, skills, or abilities that you feel especially qualify you for work with the City: _____

If a good driving record is listed in the job requirements:

a. Do you have a valid, unrestricted driver's license? ___ Yes ___ No

If no, please explain: _____

b. Please provide your driver's license number: _____ State: _____

If you do not have a Michigan driver's license, please submit a copy of your driving record from the state that issued the license.

c. List all traffic violations you have had within the last five years _____

The City of Auburn conducts driving record checks. Failure to disclose violations will result in disqualification for further employment consideration. Traffic violations will not necessarily be a bar to employment. The nature and circumstances of the traffic violations will be considered in any employment related decision.

d. Do you have a valid commercial driver's license? ___ Yes ___ No

If yes, type and endorsement _____

PERSONAL REFERENCES (excluding relatives)

Name and Occupation	Dates Known	Address	Telephone Number

PREEMPLOYMENT STATEMENT

(Please read carefully and sign the statement below)

I certify that the facts set forth in the Application for Employment, in my resume and in the other materials I have submitted are true and complete. I understand and acknowledge that false information provided by me may result in disqualification from employment with the City of Auburn (hereinafter "the Employer") or in dismissal from employment if an offer of employment has been made and accepted.

I hereby authorize the Employer, to contact all my former and current employers, educational institutions and the other references I have provided regarding me and my performance record and work, academic and/or military experience. I also hereby release the Employer and its employees and agents, and all of my former and current employers, educational institutions, and the other references I have provided, from any and all liability and damages for releasing or using information concerning my performance record and work, academic and/or military experience, subject to applicable laws. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the Employer or any former or current employer, that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the Employer may, in its sole discretion, conduct, a criminal background history search on me, a check of my employment references, and a check of my driving record. I hereby consent to these searches being conducted and to the disclosure of those results of these searches by the individual or entity conducting search to the Employer. I further hereby release the Employer, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that convictions may result in disqualification from employment with the Employer or in dismissal from employment if an offer of employment has been made and accepted.

In consideration of my employment, and subject to any collective bargaining agreement that may be applicable to me, I agree and understand that my employment and compensation can be terminated with or without cause, with or without notice, at either my option or at the option of the Employer, it being mutually understood and agreed that my relationship with the Employer is one of employment at will and no representative of the Employer, other than the City Administrator or his/her designee, has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing, and any such agreement, to be enforceable, must be in writing and signed by the City Administrator or designee.

I hereby consent to having to having a physical and/or psychological examination and/or test(s), including but not limited to drug and/or alcohol testing, conducted by a physician or other professional of the Employer's choice, and understand that any offer of employment is conditioned upon the results of this examination(s) and/or test(s).

I agree not to commence any action or suit relating to my employment with the Employer more than three hundred (300) days after the occurrence of the facts giving rise to the claim, or more than three hundred (300) days after the date of my termination of such employment, whichever is earlier, and to waive any longer statute of limitations to the contrary. In the event that the statute of limitations applicable to such a claim is less than three hundred (300) days, I agree that the shorter statute of

limitations shall apply. For any claim under Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, or related statutes, I agree to bring the claim within ninety (90) days of issuance of the Right to Sue letter and expressly waive any limitations period for such a claim which is longer than ninety (90) days. Lawsuits filed under the Equal Pay Act (EPA) must be filed in federal court within 2 years (3 years for willful violations) of the alleged EPA underpayment.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the Employer.

Signature: _____ **Date:** _____

RETURN TO: City Administrator, City of Auburn, 113 E Elm Street, Auburn, MI 48611

Fax: (989) 662-0240 E-mail: jkrantz@auburnmi.org

THE CITY OF AUBURN IS AN EQUAL OPPORTUNITY EMPLOYER

THE FOLLOWING INFORMATION **MUST** BE COMPLETED ACCURATELY:

1. Date you are available to start employment: _____

2. How long are you available to work (i.e. 2 months, 6 months)? _____

3. Days of the week you are available to work: _____

4. Hours you are available to work (example 8:00 a.m. to 5:00 p.m.; 1:00 p.m. to 10:00 p.m.): _____

5. Are you available to work an odd schedule (example: evenings, Saturdays, Sundays)? _____

6. If under 18 years of age, date of birth: _____

7. E-mail address (optional): _____

Signature: _____

Date: _____

ACKNOWLEDGEMENT OF TEMPORARY EMPLOYMENT

I, the undersigned, understand I am being employed by the City of Auburn in a temporary position only and for such time as my services are required. I hereby acknowledge that this temporary employment does not entitle me to any special consideration for permanent employment. I further understand that my temporary employment may be terminated at any time. Furthermore, I understand that I am not eligible to participate in any fringe benefit programs or retirement programs or any other programs available to permanent employees (unless required by law) and, in the event I am allowed to participate in said benefit or program, then my continued participation may be voluntarily withdrawn or terminated by the City at any time and without reason.

Employee

Date

Witness