



EMPLOYMENT INFORMATION

The City of Muskegon has contracted with the County of Muskegon to provide human resources services.

CONSIDERATION OF YOUR APPLICATION DEPENDS UPON THE FOLLOWING:

1. FULLY COMPLETED EMPLOYMENT APPLICATION SUBMITTED BY THE DEADLINE, IF APPLICABLE!

- If mailed, it must be postmarked on or before the deadline date.
- If faxed, it must be received no later than 5:00 p.m. on the deadline date.
- If e-mailed, it must show that it was sent no later than 5:00 p.m. on the deadline date.
- If submitting by fax or e-mail, call 877-521-JOBS to verify that your application was received.
- Please be certain to provide **all** requested information.
- **Incomplete applications may be disqualified from further employment consideration.**

2. OUT-OF-STATE APPLICANTS:

- **Your Driving Record:** You **must** obtain your driving record from the state issuing your license.
- Mail the driving record report to the Civil Service address on the front page of the application.
- The driving record report **must** be on file by the application deadline date.

3. WHETHER OR NOT YOU MEET THE POSITION REQUIREMENTS, AS STATED ON THE JOB ANNOUNCEMENT.

- If you do not qualify, pass the testing, and/or obtain employment, you may re-apply at the next opportunity.

FOLLOWING AN APPLICATION DEADLINE, YOU WILL BE MAILED INFORMATION ABOUT THE STATUS OF YOUR APPLICATION.

- Please allow sufficient time to receive the notice of your application status, depending on the recruitment type.
- **Whether or not your application is accepted for employment consideration, you will be notified by mail of your status. If your application is accepted, your letter also will inform you of any test date(s) and location(s).**

CANDIDATES PROGRESS IN THE RECRUITMENT AS FOLLOWS:

- Those passing the practical/written exam(s), if given, will move on to the oral exam.
- The oral exam is a graded panel interview; it is *not* a hiring interview but rather part of the recruitment.
- Additional practical (hands-on) tests may be given for select positions. Generally these are pass/fail exams.

SCORES FROM YOUR ORAL EXAM AND WRITTEN TEST ARE AVERAGED TO DETERMINE YOUR FINAL SCORE.

- Your final score is used to determine your placement on the eligibility (hiring) list.
- Candidates' names generally remain on eligibility lists at least one year.

AS OPENINGS OCCUR, CANDIDATES IN THE HIRING LIST'S TOP 3 RANKINGS ARE REFERRED FOR DEPARTMENT INTERVIEWS.

- **Candidates are notified by mail of the interview opportunity.**
- This is the hiring interview! (Refusal of this interview may result in removal of your name from the hiring list.)
- A candidate is hired from this group to fill a vacancy.

Employment opportunities are posted on the City's web site at

<http://www.muskegon-mi.gov/departments/civil-service/>

or contact the City's human resources service provider:

Muskegon County Human Resources Department

1611 Oak Avenue, Suite 2

Muskegon, MI 49442

Telephone Number (877) 521-JOBS

A COMPLETED APPLICATION IS REQUIRED FROM ALL CANDIDATES; THE CITY DOES NOT SOLICIT OR RECOGNIZE A RESUME ONLY AS AN APPLICATION

APPLICATIONS REMAIN ON FILE FOR ONE YEAR FROM DATE OF RECEIPT

092105

030806

030508

082608

Bice/Civil Service/Application Forms Updated/Employment Information 071411

Bice/Civil Service/Application Forms Updated/Police Officer App 080811

If you require special accommodation(s) in testing due to a legally defined disability, please notify the Human Resources Department in writing at the time of application.



The City of Muskegon contracts with the County of Muskegon for human resources services.

Submit application to:

MUSKEGON COUNTY HUMAN RESOURCES DEPARTMENT
1611 Oak Avenue, Suite 2
Muskegon MI 49442

Telephone (877) 521.JOBS
Fax (231) 724.6840

As E-mail attachment: jobs@co.muskegon.mi.us

City of Muskegon Application for Position(s) of:

POLICE OFFICER

APPLICATIONS ARE KEPT ON FILE FOR ONE YEAR.

The City of Muskegon is an equal opportunity employer and shall consider all qualified applicants without regard to race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected class.

PERSONAL INFORMATION:

Home Phone Number _____ Other Contact (Cell number, e-mail address, etc.) _____

Street Address _____ City _____ State _____ ZIP _____

Date available for work: ____/____/____ Available for Full-time Part-time
 Temporary Seasonal
Do you have a valid, unrestricted driver/operator license? Yes No

If no, please explain _____

Have you had your driver's license suspended, revoked, or restricted in the past three years? Yes No

If yes, please explain _____

Driver License Number _____ State of Issue _____

Do you have a valid commercial driver license (CDL)? Yes No

If yes, type and endorsement(s) _____

Have you ever worked for the City of Muskegon? Yes No

If yes, position held: _____

Employment date(s) _____

Do you have friends and/or relatives employed by the City? Yes No

If yes, please list _____

Do you hold a National Career Readiness Certificate? Yes No

If yes, please indicate whether it is Bronze Silver Gold

Are you 18 years of age or older? Yes No

Are you on layoff? Yes No

If on layoff, are you subject to recall? Yes No

Are you authorized to lawfully work in the U.S.? Yes No

(Proof of employment eligibility will be required upon hire.)

MILITARY SERVICE:

Have you had any experience in the Armed Forces of the United States of America or in a State National Guard? Yes No

If yes: Branch _____ Discharge Rank _____

Service Dates _____

Middle

First Name

Last Name



EDUCATION:

Do you possess a high school diploma or G.E.D.? Yes No

Please give school/trade school/college information below:

School Name & Location	Credits Earned	Graduate	Curriculum
(High School)		Yes/No	
(College or Trade School)		Yes/No	
(College or Trade School)		Yes/No	
(Other)		Yes/No	

EMPLOYMENT:

Have you ever been discharged or forced to resign from any position? Yes No

If yes, please explain: _____

Do you believe you can perform the job duties related to the position(s) for which you applied with or without accommodation? ... Yes No (Note: Job description available upon request.)

If no, please explain: _____

YOU MUST COMPLETE THIS PART EVEN IF SUBMITTING A RESUME:

Please list your employment and/or unemployment history.

Start with your present job status and work backward, chronologically accounting for time periods.

Employer Name & Address:	Dates		Work Performed:
	From	To	
Telephone Number:	Hourly Rate/Salary		
	Start	Final	
Job Title:			
Supervisor's Name:			
Reason for leaving:			
Employer Name & Address:	Dates		Work Performed:
	From	To	
Telephone Number:	Hourly Rate/Salary		
	Start	Final	
Job Title:			
Supervisor's Name:			
Reason for leaving:			

Full-time
 Part-time _____ hours per week

Full-time
 Part-time _____ hours per week

EMPLOYMENT HISTORY (Cont'd.)



Employer Name & Address:	Dates		Work Performed:
	From	To	
Telephone Number:	Hourly Rate/Salary		
Job Title:	Start	Final	
Supervisor's Name:			
Reason for leaving:			
			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____ hours per week

Employer Name & Address:	Dates		Work Performed:
	From	To	
Telephone Number:	Hourly Rate/Salary		
Job Title:	Start	Final	
Supervisor's Name:			
Reason for leaving:			
			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____ hours per week

Employer Name & Address:	Dates		Work Performed:
	From	To	
Telephone Number:	Hourly Rate/Salary		
Job Title:	Start	Final	
Supervisor's Name:			
Reason for leaving:			
			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____ hours per week

Employer Name & Address:	Dates		Work Performed:
	From	To	
Telephone Number:	Hourly Rate/Salary		
Job Title:	Start	Final	
Supervisor's Name:			
Reason for leaving:			
			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____ hours per week



LAW ENFORCEMENT BACKGROUND: (Please check the appropriate box)

- I am currently employed as a certified Police Officer in the state of Michigan.
- I have successfully completed an MCOLES-approved police academy and am certifiable as a Police Officer in the state of Michigan.
- I am eligible for re-certification by MCOLES as a Police Officer in the state of Michigan.
- I am eligible for reciprocal certification in the state of Michigan as I am a certified Police Officer in the state of _____.

TRAINING AND SKILLS:

Describe below any specialized training, apprenticeships, internships, skill such as equipment operation, licenses, certificates, and extra-curricular activities that pertain to the position(s) for which you are applying:

CRIMINAL RECORD:

Have you ever been convicted of a crime or are you currently under charges for any felony?

Yes No If yes, provide an explanation on a separate indicating the date of the offense, the violation with which you were charged; name and location of the court(s), action taken/penalty imposed:

Have you had any driving citation(s) related to alcohol or drugs? Yes No

If yes, provide an explanation on a separate indicating the nature of offense, date of offense, location and outcome:

Have you been held responsible for any violations on your driving record other than parking tickets?

Yes No

If yes, provide an explanation on a separate indicating the nature of offense, date of offense, location and outcome:

(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.)

REFERENCES: (Please list three references; do not include relatives.)

Name	Address	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____



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AGREEMENT AND UNDERSTANDING

(Read carefully and sign below if you agree to these terms of employment.)

I certify that the information on 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.

In consideration of my employment, I agree to conform to the rules and regulations of the City of Muskegon as they may be amended from time to time. I also agree that the contents of any office, locker, desk, or equipment or other City property I may use, and any of my own property I bring onto the City's premises (including, without limitation, cars, packages, and purses) may be inspected by the City at any time, and I waive any claims against the company or its agents relating to such inspection. I understand City employment is at will unless otherwise stated in a written City document.

I waive written notice from my current employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records. This waiver is made pursuant to the Bullard-Plawecki Employee Right-to-Know Act.

I authorize my references and current and former employers listed in this application to give you any and all information concerning my current and previous employment and any pertinent information that they may have and release all parties from any liability for any damages that may result from furnishing same to you.

I authorize the City of Muskegon or its agents to release any information relating in any way to my employment, including disciplinary reports, letters of reprimand, or other notices of disciplinary action when such information is required by any prospective or subsequent employers without any obligation by them or you to give me any notice of such disclosure.

I understand that any employment offer is conditional upon the drug screening test results and the post-offer pre-employment medical examination, and I agree to submit to physical examinations permitted by law before and during my employment, at the request and expense of the City, and I agree to disclose all information lawfully requested at such examinations about my physical and mental condition and medical history. I waive any claims against the City or its agents relating to any such testing, or from lawful decisions made regarding my employment or termination of employment based upon the results of such testing or analysis.

If employed, I understand that if I am or become in need of accommodation(s) for employment, I must notify the City of Muskegon in writing within 182 days after the need is known or reasonably should have been known to me. Failure to properly notify the City will preclude any claim that the employer failed to make accommodation.

I have read, understand, and agree to the terms of each of the above statements.

Date

Signature of Applicant

PRE-EMPLOYMENT DRUG TESTING CONSENT FORM

I, _____, understand that the City of Muskegon, Michigan has a policy against the use, sale, possession, or distribution of illegal drugs or being under the influence of illegal drugs by its employees and applicants for employment. I further understand that the City has adopted a pre-employment drug-testing program as a method of implementing that policy.

I hereby consent to the taking of my urine, hair, blood, or breath by the City or its agents for the purpose of the above drug-testing program, and the testing of such samples by a testing laboratory designated by the City. I hereby further consent to the release of any test reports on such samples to the City or its agents and to the use of all such reports by the City or its agents in its assessment of my employment application. I understand that my refusal to consent to such testing will result in my disqualification from further consideration for employment with the City.

I also understand that determining my suitability or fitness for employment is within the sole discretion of the City, and that a positive test finding will result in my disqualification from further consideration for employment.

It is understood that certain medications may be identified in any drug testing, and I have completed or will complete the "Confidential Prescription/Non-Prescription Medication Form," to the best of my recollection and belief for use in the drug test. This form will be completed by me and placed in a sealed envelope for the sole and exclusive use of the testing laboratory to help ensure the accuracy of the testing procedures.

I release the City or its agents and the testing facility selected by the City, and the officers, directors, employees, and agents of each of the aforementioned, from any and all claims or potential claims or actions relating to such testing, including the taking of samples, the testing process, procedures, analysis, disclosure and utilization of the test results in considering my employment with the City.

Finally, I understand that, if hired, I am required to comply with the City's "Drug-Free Workplace Policy," and that my violation of said policy may result in disciplinary action, up to and including immediate termination.

My signature below acknowledges that I have read and understand this consent form, and I agree to be considered for employment with the City on the conditions set forth above.

Date

Signature of Applicant

011805



**CITY OF MUSKEGON
BOARD OF CIVIL SERVICE COMMISSIONERS
Civil Service Department**

**Managed by Muskegon County Human Resources Department
1611 Oak Avenue, Suite 2, Muskegon, MI 49442**

APPLICATION FOR VETERAN'S EMPLOYMENT PREFERENCE

The City of Muskegon provides for veteran's preference for applicants who have been in active service in the armed forces of the United States during a recognized war period or other recognized conflict as defined by federal law.

Applicant's Name _____
Last Name M.I. First Name

I was discharged under less than honorable conditions. (If you checked this option, you are *not* eligible for veteran's preference points.)

I was discharged under honorable conditions.

I wish to claim Veteran's Preference in Employment.

NOTE: In order to claim Veteran's Preference, you must fill out this form and return it with your completed City of Muskegon employment application form.

Documentation substantiating your veteran's preference claim must be furnished at the time of application AND include a copy of your DD 214, Certificate of Discharge or Separation from Active Duty, or if you are currently enlisted, include a copy of your military enlistment papers.

Service Entry Date _____ - _____ - _____ **Discharge Date** _____ - _____ - _____

I wish to claim Veteran's Preference based on the following active duty:

World War II: 12/7/41 to 4/28/52

Korean Conflict: 6/27/50 to 1/31/55

Vietnam Conflict: 2/28/61 to 5/7/75

Grenada Expedition: 10/25/83 to 11/21/83

Persian Gulf War: 7/24/87 to present

Other _____

I certify that all information provided is true, correct, and complete to the best of my knowledge. I also understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment or be cause for immediate dismissal.

Printed Name

Signature

Date



VETERAN'S PREFERENCE:

Recognizing that sacrifices are made by those serving in the Armed Forces, veterans may receive preference over non-veterans in City hiring practices. Preference does not have as its goal the placement of a veteran in every vacant job; this would be incompatible with the merit principle of public employment. Veteran's preference points may be added to a passing final test score used for an open competitive referral for City employment. Entitlement to veteran's preference does not guarantee a job.

VETERAN'S PREFERENCE POINTS: 5 Points.

To claim veteran's preference, eligible veterans must meet the minimum training and experience requirements for the City position; must be capable of performing the essential duties of the job, with or without accommodation; and pass the City's Civil Service examination required for appointment. Veteran's preference may be used only once in gaining initial employment with the City of Muskegon

WHO IS ELIGIBLE?

The veteran must have served on full-time active duty* for 90 or more consecutive days in the United States Army, Navy, Air Force, Marines, or Coast Guard and have been in active service during a recognized war period or other recognized conflict as defined by federal law AND have received a form of honorable discharge/separation from the service prior to taking the civil service exam.

Anyone discharged or separated under less than honorable is NOT entitled to veteran's preference points.

*Note: Active duty for training CANNOT be counted as part of the 90-day service requirement for veteran's preference points, such as Guard and Reserve active duty for training.

WAR ERA VETERANS:

World War II	12/07/41 to 4/28/52
Korean Conflict	6/27/50 to 1/31/55
Vietnam Conflict	2/28/61 to 5/7/75 12/31/60 to 5/7/75
Bosnia	11/20/95 to present
El Salvador	1/1/81 to 2/1/92
Grenada Expedition	10/25/83 to 11/21/83
Lebanon Peacekeeping Mission	6/1/83 to 12/1/87
Panama Expedition	12/20/89 to 1/31/90
Persian Gulf War	7/24/87 to 8/1/90 12/1/95 to present
Iraq	1/1/97 to present

The above are examples of campaigns and expeditions and not an exhaustive listing of qualifying service.
071404



**THE CITY OF MUSKEGON, MICHIGAN IS AN
"EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER"**

YOU ARE NOT REQUIRED TO COMPLETE THIS FORM

The information you provide on this form is used only to study recruiting and employment patterns of the City of Muskegon and to determine whether information about City job opportunities is reaching all segments of the community. Your answers are used only to assist in future recruitment efforts.

Thank you,

CITY OF MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

=====

Title of job(s) applied for _____

Male Female

Highest level of education attained:

Race/Ethnic Group:

High School Diploma

American Indian or Alaskan Native

G.E.D.

Asian

1-3 years of college

Black or African American

Bachelor's degree in _____

Hispanic or Latino

MA/MS degree in _____

Native Hawaiian or other Pacific Islander

Doctorate degree in _____

Two or more races

Other degree in _____

White (Not of Hispanic Origin)

=====

How did you learn about this City employment?

City Employee

City job announcement

Walk-in applicant

The Muskegon Chronicle

City web site

Professional Publication

Internet listing on _____

Career fair at _____

School placement office at _____

Other _____

=====

Date of Birth: _____

=====

Please indicate below the nature of any reasonable accommodation(s) you may require in order to perform the essential job functions, as you understand them to be, of the position for which you applied:

Your zip code _____ Today's date _____