

City of Zeeland  
**Employment Application**  
*An Equal Opportunity Employer*



Applications can be emailed to [HR@cityofzeeland.com](mailto:HR@cityofzeeland.com) or dropped off to HR in the City Hall Build.

Applicant Information				
<b>Name</b>			<b>Date</b>	
<b>Address</b>				
<b>Phone Number</b>		<b>Email Address</b>		
<b>Preferred Contact Method:</b> <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Text (if permitted)				
Employment Desired				
<b>Position(s) Applied For:</b>				
<b>Employment Type:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	<b>Desired Shift(s):</b>	<input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> On-Call	
<b>Desired Pay</b>	\$	<b>Date available to start</b>		
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If applying for roles with <b>driving</b> requirements, do you hold a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No				
State: _____ License Class: <input type="checkbox"/> Regular <input type="checkbox"/> CDL (A/B) <input type="checkbox"/> Endorsements: _____				
Education				
	<b>Name of School</b>	<b>Degree/Certificate</b>	<b>Years Attended</b>	<b>Did you Graduate?</b>
<b>High School</b>				
<b>Secondary School</b>				
<b>Other</b>				
Work Experience				
<b>Company Name</b>	<b>Years Worked</b>	<b>Job Title</b>	<b>Reason For Leaving</b>	<b>May we contact?</b>

<b>Skills &amp; Qualifications</b>	Relevant skills (software, equipment, tools, language proficiency, safety training):		
Public sector experience(municipal, county, state): <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:		
<b>Professional References (Non-family, preferably supervisors)</b>			
<b>Contact Name</b>		Relationship	
Phone/Email		Company	
<b>Contact Name</b>		Relationship	
Phone/Email		Company	
<b>Contact Name</b>		Relationship	
Phone/Email		Company	
<b>Military (Veteran Status)</b> Have you served in the U.S. Armed Forces?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Service		Rank at discharge:	

**Fair-Chance Notice:** The City reviews criminal history (if applicable) only at a job-appropriate stage of the hiring process and in compliance with applicable laws and guidance. A record does not automatically disqualify you; job-relatedness, time passed, and rehabilitation are considered. If you are offered a position, you will receive a separate disclosure & authorization form later in the process.

**Reasonable Accommodation (ADA)**

If you need assistance or accommodation during the application or interview process, please contact HR at [hr@cityofzeeland.com](mailto:hr@cityofzeeland.com). Requests are considered confidential.

**How did you learn about this opening?**

City website  Employee referral  Job board  Social media  Community posting  Other: \_\_\_\_\_

**Applicant Declarations & Notices**

**Accuracy of Information**

I certify that the information provided in this application and any attachments is true, complete, and accurate to the best of my knowledge. I understand that misrepresentation or omission may disqualify me from further consideration or, if employed, may result in discipline up to and including termination.

**Public Records (Michigan FOIA) Notice**

This application and related materials may be considered public records and could be subject to disclosure under Michigan law.

**Employment Relationship**

Employment with the City of Zeeland is governed by applicable City policies, collective bargaining agreements (if any), and law. Nothing in this application constitutes a contract or guarantee of employment.

**Authorization to Verify**

I authorize the City to verify job-related information provided (e.g., employment, education, professional licenses) and to contact references I have indicated may be contacted, consistent with applicable law.

Signature:	
Date:	