

Oxford Village
Department of Police
22 West Burdick Street * P.O. Box 94
Oxford, MI 48371



Site Phone: 248-628-2838
Fax Phone: 248-628-7030

Micheal D. Solwold
Chief of Police

EMPLOYMENT APPLICATION
An Equal Opportunity Employer

A person with a disability or handicap requiring accommodation for completing the application process should notify the Village Manager as soon as possible.

The Village of Oxford is an Equal Opportunity Employer. It is the policy of the Village of Oxford to afford equal employment opportunity regardless of race, religion, color, national origin, sex, age, marital status, height, weight or disability. Michigan law requires that a person with a disability requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

If you are interested in employment with the Village of Oxford, you must fill out this application completely and accurately.

Date of Application

PERSONAL INFORMATION

Name (first – middle – last)

Social Security Number

Current Address (number – street, city, state and zip code)

Telephone

Business Phone

Position Desired

Date Available to Start

1. Are you at least 18 years old? Yes ___ No ___

2. If under 18 – Work Permit No: _____

3. Have you ever been convicted of a crime? (Answering “Yes” will not automatically disqualify you.) Yes ___ No ___

If yes, please explain conviction: when, where, and disposition: _____

4. Have you been employed by the Village of Oxford previously? Yes ___ No ___

If Yes, When: _____

Under what name: _____

Supervisor: _____

Driver's Licence Number: _____ Ever revoked or suspended? Yes ___ No ___

If yes, why? _____

List any moving violations in the last three (3) years: _____

EDUCATIONAL HISTORY

Last Grade completed: _____ Name of High School: _____ State: _____

Additional Educational Institutes	State	Course or Major	Dates Attended	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MILITARY HISTORY (Armed Forces of United States or State Militia only)

Branch: _____ Enlistment Date: _____ Discharge Date: _____

Rank at Discharge: _____ Reserve Status: _____

Special Training: _____

EMPLOYMENT HISTORY

Please list, beginning with most recent, present and all past employment:

Employer: _____ Address: _____

Phone: _____ Position/Job Title: _____ Employment Dates: _____

Supervisor: _____ Reason for Leaving: _____

Brief Description of Duties: _____

Employer: _____ Address: _____

Phone: _____ Position/Job Title: _____ Employment Dates: _____

Supervisor: _____ Reason for Leaving: _____

Brief Description of Duties: _____

Employer: _____ Address: _____

Phone: _____ Position/Job Title: _____ Employment Dates: _____

Supervisor: _____ Reason for Leaving: _____

Brief Description of Duties: _____

REFERENCES

Name	Address	Phone

Emergency Contact: _____ Phone: _____

Address: _____

I certify that all of the information furnished on this application is true, complete and correct. I understand and agree that any falsification, misrepresentation or omission of fact, either on this application or during the pre-hire process, will be reason for (1) my not being offered employment or (2) dismissal at any time from the service of the Village of Oxford, if employed.

I authorize all of my former employers and references to give any information that they may have regarding me, whether or not it is on their records. I hereby release such companies and persons (and their agents individually) from any liability whatsoever resulting from the release of such information. I hereby waive my right to written notice by my present and/or former employers whenever a disciplinary report, letter or reprimand, or any other disciplinary action regarding me is divulged to you by present or former employers.

If I am employed, I agree to conform to the policies and procedures of the Village of Oxford. I understand and agree that my employment and compensation is for no definite period and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time by me or the Village of Oxford, with or without cause, and without any previous notice. I also understand and agree that the Village of Oxford has the right to unilaterally modify and/or terminate any policies, practices, procedures and standards it has adopted or implemented, to the extent not limited by law. I acknowledge that no Village of Oxford employee or representative or council member, other than its Village Manager, has either the power or authority to enter into any agreement for employment for any specified period of time, or to make any representations or agreements contrary to at-will employment, unless that agreement is in writing and signed by the Village Manager of the Village of Oxford. I understand that any prior representations, promises, contracts or statements made by or on behalf of the Village of Oxford are expressly superseded by this paragraph as confirmed by my signature below.

I have read the foregoing provisions and agree to be bound by them.

Date: _____

Signature: _____