

APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons.

(Please Print or Type)

Name: _____

 Last First Middle

Address: _____

Street	City	State	Zip Code

Length of time at this address: _____ Social Security No: _____

Telephone No: _____
Primary Secondary

E-mail Address: _____

Position applied for: _____

Have you submitted an application before? _____ If so, when? _____

Have you been employed here before? _____ If so, when? _____

Are you legally eligible for employment in this country? _____ Are you at least age 18? _____

Date available to start work: _____

Are you able to meet the requirements of the job, including:

Able to overtime / on call hours? _____ Normal work hours currently are _____

Able to perform job duties of the position(s) with respect to physical demands, skills, knowledge?_____

Have you ever been convicted of a crime? _____ If so, when and nature of offense _____

Information relative to driving vehicles, trucks & equipment:

Driver's License No: _____ State: _____

Type of License and any Endorsements: _____

What vehicles, machines and equipment can you operate? _____

EMPLOYMENT HISTORY

List below your present and past employment, beginning with your most recent employer. This section must be completed, even if a resume is included.

Employer Name: _____

Address: _____

Telephone: _____ Position: _____

Immediate Supervisor: _____ May we contact for reference? _____

Employment Dates: From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____

Salary/Wage: Start: _____ Final: _____

Employer Name: _____

Address: _____

Telephone: _____ Position: _____

Immediate Supervisor: _____ May we contact for reference? _____

Employment Dates: From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____

Salary/Wage: Start: _____ Final: _____

Employer Name: _____

Address: _____

Telephone: _____ Position: _____

Immediate Supervisor: _____ May we contact for reference? _____

Employment Dates: From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____

Salary/Wage: Start: _____ Final: _____

Employer Name: _____

Address: _____

Telephone: _____ Position: _____

Immediate Supervisor: _____ May we contact for reference? _____

Employment Dates: From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____

Salary/Wage: Start: _____ Final: _____

EDUCATIONAL BACKGROUND

High School: Graduated: Y/N _____ What School? _____

GPA: _____ Awards/Activities: _____

College: Graduated: Y/N _____ What College? _____

Years Completed: _____ Degree/Diploma: _____ GPA: _____

REFERENCES

List three business/work related references who are not related to you and are not previous supervisors.

Name	Telephone No.	Yrs Known
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADDITIONAL INFORMATION

Are there any other experiences, skills, accomplishments, and/or qualifications that you would like us to consider regarding your employment application?

CERTIFICATION OF APPLICANT

I certify that the information set forth in this Application for Employment, in my resume and in the other materials I have submitted are true and complete. I understand that false information provided by me will result in disqualification from employment with the Charter Township of Holland or in dismissal from employment if an offer of employment has been made and accepted.

I give the employer the right to contact and obtain information from all references, employers, and educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and representatives for seeking, gathering and using such information and all other persons, corporations, and organizations from furnishing such information.

The Charter Township of Holland does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from employment on a basis prohibited by local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law or that may be presented within the Employee Handbook. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the policy of the Charter Township of Holland not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I hereby consent to having a pre-employment physical examination and/or a psychological examination, including but not limited to drug and alcohol testing, conducted by a professional(s) of the employer's choice, and understand that any offer of employment is conditioned upon results of these examinations and tests.

I understand and authorize the employer to secure a criminal conviction history from the appropriate law enforcement agency with the information I have provided. I also authorize the employer to request and review my motor vehicle driving record to verify that I hold a valid vehicle operator's license and have maintained a responsible driving record.

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

I represent and certify that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____

Date of Signature: _____