

## 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.

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Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

Employment Dates: From: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ To: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Salary/Wage: Start: \_\_\_\_\_ Final: \_\_\_\_\_

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Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

Employment Dates: From: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ To: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Salary/Wage: Start: \_\_\_\_\_ Final: \_\_\_\_\_

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Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

Employment Dates: From: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ To: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Salary/Wage: Start: \_\_\_\_\_ Final: \_\_\_\_\_

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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?

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## 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: \_\_\_\_\_