

Application for Employment - Holland Charter Township

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____ Social Security # _____

Last First Middle

Address _____

Street City State Zip

Telephone # () _____ Cell/Pager/Other Phone # () _____ E-mail Address _____

Position(s) applied for _____

Are you able to perform the job duties of the position(s) with respect to the physical demands, skills and knowledge? _____

If you are under 18, and it is required, can you furnish a work permit?.....Yes _____ No _____

If no, please explain _____

Have you ever been employed here before? If yes, give dates and positions _____ Yes _____ No _____

Are you legally eligible for employment in this country?Yes _____ No _____

Date available for work ____/____/____ What is your desired salary range? \$ _____

Type of employment desired _____ Full-Time _____ Part-Time _____ Temporary _____ Seasonal _____ Educational Co-Op

Are you able to meet the attendance requirements of the position?Yes _____ No _____

Have you ever pled "guilty or "no contest" to, or been convicted of a crime?Yes _____ No _____

If yes, please provide date(s) and details _____

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account

Driver's license number if driving is an essential job function _____ State _____

Employment History

Provide the following information on your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From	To	Employer	Telephone #
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? Yes _____ No _____ Later _____			
Reason for leaving			
		Hourly rate/Salary: Start \$ _____ Per _____ Final \$ _____	
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? Yes _____ No _____ Later _____			
Reason for leaving			
		Hourly rate/Salary: Start \$ _____ Per _____ Final \$ _____	
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May we contact for reference? Yes _____ No _____ Later _____			
Reason for leaving			
		Hourly rate/Salary: Start \$ _____ Per _____ Final \$ _____	

Reason for leaving

Hourly rate/Salary: Start \$ _____ Per _____ Final \$ _____

Equal Opportunity Employer

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background (if job related)

Name and Location	No. of years completed	G.P.A.	Did you graduate?		Course of Study
High School					
College			Major	Degree	
Other					

Business/Work Related References

Name and Address	Telephone Number	Number of years known

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees and representatives, for seeking, gathering and using such information in the employment process, and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

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. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the forgoing Applicant Statement.

Signature of Applicant _____ *Date* ____/____/____