

Name: _____



200 Hyde Street Kalkaska, Michigan 49646
Phone (231) 258-9191 Fax (231) 258-5622

Employment Application

Applicant Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name	First Name	Middle Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Phone	Cell Phone	Business Phone	
May we contact you during the day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Employment Information

Department Desired:	<input type="checkbox"/> Administrative	<input type="checkbox"/> Police
	<input type="checkbox"/> Public Works	<input type="checkbox"/> Wastewater Treatment
Are you interested in:	<input type="checkbox"/> Fulltime Employment	<input type="checkbox"/> Part-Time Employment
	<input type="checkbox"/> Temporary Employment	<input type="checkbox"/> Un-Paid Employment
Anticipated Salary:	\$ <input type="text"/> /hr or yr	Date Available <input type="text"/>
Referral Source	<input type="checkbox"/> Self <input type="checkbox"/> Advertisement	<input type="checkbox"/> Other: <input type="text"/>
Have you ever been employed by the Village of Kalkaska?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Please List Dates of employment and supervisor:	<input type="text"/>	
Do you have Any family members Currently employed by the Village of Kalkaska?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Please List them:	<input type="text"/>	

History

Have you ever been convicted of a crime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Please Explain:	<input type="text"/>	

Are you a citizen of the United States? Yes No
 Name: _____
 If **no**, are you legally eligible to work in the United States? Yes No
 Military Service? Yes No Discharge Type: _____

Do you have a valid Driver's License? Yes No
 If Yes, please list number and State: _____ State: _____

Do you have any commercial endorsements? Yes No
 If Yes, Please List them: _____

Educational Background

	Name/Location of Institution	Current Status	Major Area of Study	Type of Degree and Date Earned
High School		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Undergraduate College		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Graduate College		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Business/Trade School		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Other		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		

Do you possess any special certifications (technical, first aid, public safety, etc.)? Yes No

If Yes, please list: _____

Name: _____

Work History (list most-recent first)

Dates From		Organization Name/Address: _____ Position Title: _____ Reason for Leaving: _____ Beg. Salary: _____ End Salary: _____ Supervisor Name: _____ Title: _____ Phone: _____ Duties Performed: _____
Month	Year	
Dates To		
Month	Year	

Dates From		Organization Name/Address: _____ Position Title: _____ Reason for Leaving: _____ Beg. Salary: _____ End Salary: _____ Supervisor Name: _____ Title: _____ Phone: _____ Duties Performed: _____
Month	Year	
Dates To		
Month	Year	

Dates From		Organization Name/Address: _____ Position Title: _____ Reason for Leaving: _____ Beg. Salary: _____ End Salary: _____ Supervisor Name: _____ Title: _____ Phone: _____ Duties Performed: _____
Month	Year	
Dates To		
Month	Year	

References

List names and contact information for three professional references.

Name	Position	Phone	Address

Name: _____

Please list any other considerations that you would like the Village of Kalkaska to note in consideration of you for employment:

By signing this application, I hereby represent that the facts set forth in my application for employment are true and complete. I understand that if I am employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the Village of Kalkaska in any way if the Village decides to employ me. I understand and agree that any employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason.

In making this application for employment, I authorize the Village of Kalkaska to conduct a background investigation whereby information regarding my character, general reputation, personal characteristics, mode of living, driving record, credit history, education, and employment history is obtained.

Further, I authorize the Village to contact the employers listed in my application and to conduct personal interviews with others with whom I am acquainted. I understand that I have the right to make a written request within a reasonable period of time to receive detailed information regarding the nature and scope of any such investigative report that is made. I further understand that if I am considered favorably for employment, I may be required to undergo, at the Village's expense, a psychological exam and a medical examination that will include drug screening. I acknowledge receipt of a copy of the above statement concerning the investigative consumer reports and hereby authorize all former employers and educational institutions which I have attended or named in my application to release to the Village of Kalkaska, my records, reason for leaving, performance and disciplinary information. In doing so, I release the Village of Kalkaska from any and all liability for damages of whatever kind.

Signature of Applicant

Date

Printed Name of Applicant