



# VILLAGE OF MIDDLEVILLE

101 E Main Street, Middleville MI 49333  
(269) 795-3385

## Employment Application

Applicants may be tested for illegal drugs

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### CONTACT INFORMATION

First Name

Last Name

Address

How long?

Phone

E-mail Address

Social Security No.

If under 18, please list age

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Which position are you applying for?

Salary desired

Days available to work

Hours available to work

Employment desired

Monday

Full Time only

Tuesday

Part-time only

Wednesday

Full or Part-time

Thursday

Seasonal

Friday

Saturday

Sunday

No preference

How many hours can you work weekly?

Can you work nights?

When available to work?

Have you applied for a work at the Village before?

If yes, please indicate which position:

Yes

No

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## WORK EXPERIENCE

Please list your work experience for the past **five years** beginning with your most recent job held. If you were self-employed, give firm name.

Name of employer, Address & Phone Number

Name of last supervisor

Pay salary

Employment dates

Your last job title

Reason for leaving

List of jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company

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May we contact your present employer

Yes

No

Did you complete this application yourself?

If not, who did?

Yes

No

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## EDUCATION

Type of school

Name of school, location, number of years completed,  
major or degree

Type of school

Name of school, location, number of years completed,  
major or degree

Type of school

Name of school, location, number of years completed,  
major or degree

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## SKILLS

Typing

WPM

10-key

Word Processing

WPM

Yes

Yes

Yes

No

No

No

Personal computer

Other skills

Yes

PC

No

Mac

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Have you ever been convicted of a crime?

Yes

No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation:

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Do you have a driver license?                      Driver license number                      State of issue  
Yes                      No

Category                      Expiration date

Have you had any accidents during the past three years?                      How many?  
Yes                      No

Have you had any moving violations during the past three years                      How many?  
Yes                      No

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## MILITARY

Have you ever been in the Armed Forces                      Are you now a member of the National Guard?  
Yes                      No                      Yes                      No

Specialty                      Date entered                      Discharge date  
                     

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## REFERENCES

Please list two references other than relatives or previous employers.

First Name                      Last Name

Position                      Company

Address

Phone

E-mail Address

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First Name

Last Name

Position

Company

Address

Phone

E-mail Address

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An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

**PLEASE READ CAREFULLY**

**Application Form Waiver**

In exchange for the consideration of my job application by Middleville Village (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Middleville, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President/General Manager of the Company. Both the undersigned and Manager may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits, except as outlined by contract.

I authorize investigation of all statements contained in this application. I understand that the misinterpretation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit reports, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant

Date

The Village is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.