



100 E Main St, Middleville MI 49333
(269) 795-3385

EMPLOYMENT APPLICATION
Applicants may be tested for illegal drugs

CONTACT INFORMATION

Name of applicant: _____

Address: _____

How long have you lived at this address? _____

Phone: _____ Email: _____

Social Security No.: _____ If under 18, please list age: _____

Which position are you applying for: _____ Salary desired: _____

Employment desired: Full-time Part-time Full or Part-time Seasonal

Days available to work: _____

Hours available to work: _____ How many hours can you work weekly? _____

Can you work nights: Yes No When are you available to work? _____

Have you applied for a job in the Village before? Yes No

If yes, please indicate which position: _____

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.

1. Name of employer, address & phone number: _____

Name of your supervisor: _____

Your last job title: _____ Pay salary: _____

Employment dates: From _____ to _____

Reason(s) for leaving: _____

List of job(s) you held, duties performed, skills used or learned, advancements or promotions while you worked for this company: _____

2. Name of employer, address & phone number: _____

Name of your supervisor: _____

Your last job title: _____

Pay salary: _____

Employment dates: From _____ to _____

Reason(s) for leaving: _____

List of job(s) you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: _____

3. Name of employer, address & phone number: _____

Name of your supervisor: _____

Your last job title: _____

Pay salary: _____

Employment dates: From _____ to _____

Reason(s) for leaving: _____

List of job(s) you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: _____

4. Name of employer, address & phone number: _____

Name of your supervisor: _____

Your last job title: _____

Pay salary: _____

Employment dates: From _____ to _____

Reason(s) for leaving: _____

List of job(s) you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: _____

5. Name of employer, address & phone number: _____

Name of your supervisor: _____

Your last job title: _____

Pay salary: _____

Employment dates: From _____ to _____

Reason(s) for leaving: _____

List of job(s) you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: _____

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No

If not, who did: _____

EDUCATION

Level of education:

High School

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

College

Business or Trade School

Professional School

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

- College
- Business or Trade School
- Professional School

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

SKILLS

- | | | | |
|-------------------|--|-----|-------|
| Typing | <input type="radio"/> Yes <input type="radio"/> No | WPM | _____ |
| Word processing | <input type="radio"/> Yes <input type="radio"/> No | WPM | _____ |
| 10-key | <input type="radio"/> Yes <input type="radio"/> No | | |
| Personal computer | <input type="radio"/> Yes <input type="radio"/> No | | |
| Mac | <input type="radio"/> Yes <input type="radio"/> No | | |

Other skills: _____

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: _____

Do you have a driver's license? Yes No Date of birth: _____

Driver's license number: _____ State of issue: _____

Category: Operator Commercial (CDL) Chauffeur Expiration date: _____

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

How many? _____

Have you had any moving violation(s) during the past three years? Yes No

How many? _____

MILITARY

Have you ever been in the Armed Forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty: _____

Date entered: _____

Discharge date: _____

REFERENCES

Please list two references other than relatives or previous employers.

Name: _____

Position: _____

Company: _____

Address: _____

Phone: _____

Email address: _____

Name: _____

Position: _____

Company: _____

Address: _____

Phone: _____

Email address: _____

An application form sometimes makes it difficult for an individual to adequately summarize their 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 other, and hereby release the Company from any liability as a result of such contract.

I understand that (1) the Company has a drug and alcohol policy that provides for pre-employment 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 also 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 addition 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.

Applicant’s signature

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 and for your interest in our community.