

# APPLICATION FOR EMPLOYMENT

## *Village of Sanford*

We are an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.

Position Applied For: \_\_\_\_\_  
\_\_\_\_\_

Date Of Application: \_\_\_\_\_

Date You Can Start: \_\_\_\_\_

Please note that this application will only remain active for 3 months, after which the applicant will need to re-apply.

Name: \_\_\_\_\_  
Last First Middle

Social Security #: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip

Permanent Address: \_\_\_\_\_  
Street City State Zip

Telephone #: Home (\_\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_\_) \_\_\_\_\_

Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any hours or days of the week you cannot work? \_\_\_\_\_  
\_\_\_\_\_

If so, when? \_\_\_\_\_

Circle Type of Employment: Full / Part-time Salary/ Wage Desired \_\_\_\_\_

Have you ever applied to work with us before? \_\_\_\_\_ For what position? \_\_\_\_\_

Under what name? \_\_\_\_\_ When? \_\_\_\_\_

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## EDUCATION

	Name And Address Of School	No. Of Years Attended	Did You Graduate?	Subject/ Major
High School				
College				
Specialized Training				

Do you have US Military experience? \_\_\_\_\_ Date Entered \_\_\_\_\_

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_ Date Discharged \_\_\_\_\_ Honorably? \_\_\_\_\_

Are you lawfully entitled to be employed in the United States? \_\_\_\_\_

Have you ever been convicted of a crime except a minor traffic violation? Yes \_\_\_\_ No \_\_\_\_

(The response to this question will be considered in the context of its job-relatedness only.)  
If so, please state citation, date and place where offense occurred. \_\_\_\_\_

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application.

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## REFERENCES

Three individuals not related to you, who you have known for at least one year:

NAME	ADDRESS AND TELEPHONE	RELATIONSHIP	YEARS ACQUAINTED

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## EMERGENCY CONTACT

Name	Address	City	State/Zip	Telephone No.

## CURRENT AND MOST RECENT FORMER EMPLOYERS: (Most Recent One First)

DATE MONTH/YEAR	NAME, ADDRESS AND TELEPHONE NO. OF EMPLOYER	SALARY: STARTING/ ENDING	LAST POSITION HELD/ RESPONSIBILITIES	REASON FOR LEAVING
From:				
To:				
From:				
To:				
From:				
To:				

May We Contact The Employers You Listed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, which one(s) and why not? \_\_\_\_\_

**Please read the following statement carefully before signing to indicate your understanding:**

I understand that, prior to being offered employment, I may be asked to take an employment examination. If I have a disability that will affect my ability to take the test, I will so inform the Village of Sanford prior to the administration of the test so that a reasonable accommodation can be made if possible and reasonable. The Village of Sanford reserves the right to require medical documentation regarding the need for an accommodation.

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I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that, if I am hired, falsified statements or omitted information on this application may result in my termination.

I understand and agree that, if I am hired, my employment is for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated with or without cause, at any time, with or without notice to me.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all of my previous employers, except those specifically excluded,\* and I authorize them to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

As a condition of my employment with the Village of Sanford, I agree that I will not, and may not, commence any action, claim, or lawsuit relating to my employment with the Village of Sanford more than 182 calendar days after the date that I knew or should have known that a claim existed or later than the applicable limitations period established by statute, whichever is less.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

\*Employers specifically excluded: \_\_\_\_\_

For Employer Use Only	
Interviewed By: _____	Date: _____ Hired: __Yes__ No
Starting Date: _____	Position: _____
_____	
Wage: _____	