

# APPLICATION FOR EMPLOYMENT

*We consider all applications for all positions without regard to race, color, religion, sex, national origin, marital status or veteran status.  
The presence of a non-job-related medical condition or handicap, or any other legally protected status.*

## PERSONAL DATA

Name (last, first, middle)			
Address		City	State Zip
Cellular Telephone Number		Business Telephone Number	Social Security Number
Michigan Driver's License Number	Has your license ever been suspended or revoked? Yes      No	Do you have a High School Diploma or GED? Yes      No	

## POSITION INFORMATION

Hours: Full Time Part Time	Days Evenings	Status: Regular Temporary	Are you authorized to work in the U.S. on an unrestricted basis? Yes      No
Have you ever been convicted of a felony? If yes, explain: Yes      No			
Date you can start work	How did you learn about us? Advertisement      Friend      Walk in Employment Agency      Relative      Other:	Are you 18 years of age or older? Yes      No If no, can you provide proof of eligibility to work? Yes      No	
Have you filled out an application with us before? Yes      No If yes, date:	Have you ever been employed with us before? Yes      No If yes, date:	Are you currently employed? Yes      No If yes, can we contact your current employer? Yes      No	
Are you prevented from lawfully becoming employed in this country? Yes      No (Proof of citizenship or immigration status will be required upon employment)		Are you currently on "Lay Off" status and subject to recall? Yes      No	

## EDUCATION

	High School	Undergraduate/ college	Graduate/ professional
School Name & Location		Est. 1869	
Years Completed			
Diploma/ degree			
Describe course of study			
Describe any specialized training, apprenticeship, skill and extracurricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			

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## MILITARY STATUS

Have you had any job-related training in the U.S. military? Yes No		Classification:	
If yes, complete the remainder of the military status section			
Have you ever been a member of the armed forces? Yes No		What branch did you serve in?	Date entered:
			Date discharged:
Specific job:	Can you perform the duties of the job for which you are applying, with or without accommodation? Yes No	Explain, if necessary:	
Give any special training that would assist you in the job for which you are making application:			

## REFERENCES

Give name, address, and telephone number of three references who are not related to you and are not previous employers:	
1.	
2.	
3.	

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from previous employment:
Est. 1869

## EMPLOYMENT HISTORY

List all employment history, starting with your present or last job. Include any job-related military service assignment and volunteer work			
Employer:		Supervisor:	
Address:			
Job Title:	Telephone Number:	Start Date:	End Date:
Work Performed:			
Starting Salary:	Ending Salary:	Reason for Leaving:	

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## EMPLOYMENT HISTORY

Have you ever been discharged or forced to resign from a job for misconduct or unsatisfactory service? Yes No If yes, why?

May we contact your present and past employers regarding your character, qualifications, and job performance? Yes No

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I understand that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and the employee in writing. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer. I understand and agree, that, if hired, my employment is at will and for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time, for any reason, without prior notice.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date