

CLARE COUNTY
APPLICATION FOR EMPLOYMENT
(Please Print)

Position(s) Applied For _____

Date of Application _____

How Did You Learn About Us?

___ Advertisement

___ Friend

___ Walk-In

___ Employment Agency

___ Relative

___ Other _____

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

Telephone Number(s)

Social Security Number

Have you ever filed an application with us before? ___ Yes ___ No If Yes, give date _____

Have you ever been employed with us before? ___ Yes ___ No If Yes, give date _____

Are you currently employed? ___ Yes ___ No

Are you prevented from lawfully becoming employed in this
country because of Visa or Immigration Status? ___ Yes ___ No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: ___ Full Time ___ Part Time ___ Shift Work ___ Temporary

Are you currently on "lay-off" status and subject to recall? ___ Yes ___ No

Can you travel if a job requires it? ___ Yes ___ No

Have you been convicted of a felony? ___ Yes ___ No

If Yes, please explain _____

Do you have any felony charges pending against you? ___ Yes ___ No

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Have you ever had a state license or state certification revoked and/or suspended? Yes No

If Yes, please explain _____

EDUCATION

<u>Name and Address</u> <u>of School</u>	<u>Course of Study</u>	<u>Years</u> <u>Completed</u>	<u>Diploma</u> <u>Degree</u>
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High School

Undergraduate College

Graduate Professional

Other (Specify)

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

<u>Employer</u>	<u>Dates Employed From/To</u>	<u>Work Performed</u>
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Address

Telephone Number(s) Hourly Rate/Salary Starting/Final

Job Title Supervisor

Reason for Leaving

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employer	Dates Employed From/To	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary	Starting/Final
Job Title	Supervisor	
Reason for Leaving		

Employer	Dates Employed From/To	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary	Starting/Final
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Address		
Telephone Number(s)	Hourly Rate/Salary	Starting/Final
Job Title	Supervisor	
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ADDITIONAL INFORMATION

State any additional information you feel may be helpful to use in considering your application.

REFERENCES

Name Telephone

Address

Name Telephone

Address

Name Telephone

Address

APPLICANT'S STATEMENT

I certify that the information contained in this application is correct and understand that falsification of this information is grounds for dismissal. I authorize the references listed above and my former and/or current employer(s) to give you any and all information concerning my previous or current employment and any pertinent information that they may have, personal or otherwise, and release all parties from all liability for any damages, cases of action, including, but not limited to, slander and libel, that may result from furnishing any information to you. In consideration of my employment, I agree to conform to the rules and regulations of the Employer and agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, and my employment relationship is at will. I understand that no manager or representative of the Employer has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Date

Signature of Applicant

FOR EMPLOYER USE ONLY

Position(s) Applied For Is Open: ___ Yes ___ No

Position(s) Considered For: _____

Date: _____

CLARE COUNTY

225 W. Main St., P.O. Box 438

Harrison, MI 48625

www.clareco.net