

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

VILLAGE OF MIDDLEVILLE



APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5.

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone () _____

If under 18, please list age _____

Position applied for (1) _____
 and salary desired (2) _____
 (Be specific)

Days/hours available to work

No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

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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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. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

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

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

List the jobs 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? _____

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APPLICATION FOR EMPLOYMENT

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 _____

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. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your last job title			

Reason for leaving (be specific)

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

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your Last Job Title			

Reason for leaving (be specific)

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

Application Acknowledgment, Verification and Waiver

By signing below:

1. I understand that the Village of Middleville (the "Village") is an at will employer, and no amendment or exception to the at will employment policy can be made at any time, for any reason, except by official action of the Village Council. I agree that nothing in this application alters or affects the Village's at will employment policy.

2. I authorize investigation of all statements in this application. I understand that this application is a Village record, and that falsifying or omitting information from this application may result in immediate termination of employment without notice and/or exclusion of my application from consideration for present and future employment.

3. I understand that the Village may require that I successfully pass a physical and/or drug and alcohol testing as part of its application process, and that the Village will not consider my application for employment if I do not undergo the required testing.

4. I understand and agree that as part of the process of determining my eligibility for current or future employment opportunities, the Village may obtain "consumer reports" containing information from "consumer reporting agencies" about such matters as my creditworthiness, criminal background, credit history, character, general reputation, personal characteristics, or mode of living. I understand and agree that in some circumstances, the Village may obtain an "investigative consumer report", which is a special kind of consumer report in which information on my character, criminal background, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, associates, or others who may have knowledge about me. I understand that under the Fair Credit Reporting Act, if the Village obtains an "investigative consumer report," I have the right to make a written request for disclosure of the nature and scope of the investigation within a reasonable period of time, and that the Village will provide additional information to me.

5. I authorize the Village to obtain any consumer reports and/or investigative consumer reports it may wish to use now or in the future for employment purposes (including decisions on hiring, promotion, transfer, etc.);

6. I hereby (a) request that my application remain confidential, to the extent permitted by law (including, but not limited to, Michigan's Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended ("Act 267")), and (b) understand and acknowledge that, in accordance with Act 267, my identity and certain application information may be made public if I am selected for an interview by the Village.

Dated: _____

Signed: _____

Print Name: _____

The Village is an equal opportunity employer, and it is the policy of the Village not to unlawfully discriminate against any applicant because of age, color, physical or mental disability unrelated to performance, gender identity, sexual orientation, ethnicity, height, weight, marital status, national origin, race, religion, sex, veteran status, or any other status protected by law.