

APPLICATION FOR EMPLOYMENT



Holly Township
Parks and Recreation
5142 East Holly Rd.
Holly, Mi 48442
248-634-1758

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position (s) Applied For	Date Of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Inquiry
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Initial
Address	Street	City
		State
		Zip
Home Phone	Cell Phone	

Best time to contact you is: _____		
If you are under 18 years of age, can you provide required proof of your eligibility to work?	YES	NO
Have you ever filed an application with us before?	YES	NO
If yes, please list the date: _____		
Have you ever been employed with us before?	YES	NO
If yes, please list the date: _____		
Do any of your friends or relatives, other than spouse, work here?	YES	NO
If yes, list name and relationship: _____		
Are you currently employed elsewhere?	YES	NO
If yes, may we contact your employer? _____		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment</i>	YES	NO
Date available to start work _____ / _____ / _____	What is your desired salary range? _____	
Are you available to work (Circle One): <u>Full Time</u> (Please indicate 1 2 3 Shift) <u>Part Time</u> (Please indicate Mornings Afternoon Evenings) <u>Temporary</u> (Please indicate dates available ___/___ to ___/___)		
Are you currently on "lay-off" status and subject to recall?	YES	NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Work Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer:	Address:		
Phone Number (s):	Supervisor's Name:		
Starting/Present Job Title:	Dates Employed	From:	To:
May We Contact? Yes No	Hourly Rate/Salary?	Starting:	Final:
Reason for Leaving:	Work Performed:		
Employer:	Address:		
Phone Number (s):	Supervisor's Name:		
Starting/Present Job Title:	Dates Employed	From:	To:
May We Contact? Yes No	Hourly Rate/Salary?	Starting:	Final:
Reason for Leaving:	Work Performed:		

Describe any specialized qualifications, training, skills, and extra-curricular activities pertinent to the position applying for.

Personal/Professional References

Do not include family members or past supervisors

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that unless otherwise defined by applicable law any employment relationship with this organization is of an "at will" nature. 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.

Signature

Date