



Village of Decatur
 114 N Phelps ST
 Decatur, MI 49045
 Phone: (269) 423-6114
 Fax: (269) 423-9047
 decaturmi.org

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date: _____

Name: _____
 Last First Middle Maiden

Present address: _____
 Number Street City State Zip

Telephone: (____) _____

E-mail: _____

EMPLOYMENT DESIRED

Position(s) applied for: _____

Employment desired FULL-TIME ONLY PART-TIME ONLY

When are you available to start work?

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL & LOCATION	QUALIFICATION OBTAINED	MAJOR & SPECIALISATION	NUMBER OF YEARS COMPLETED
High School				
College/ university				
Professional or Graduate School				

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 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 Phone number	Name of last supervisor	Employment dates	Pay or salary
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	Your last job title		
Reason for leaving (be specific)			
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Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
May we contact your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you complete this application yourself?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, who did? _____		

Have you ever been convicted of a felony? Yes No

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. _____

Have you ever been employed with this company? Yes No

If yes, when? _____

Do you have any friends or relatives employed by this company? Yes No

REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name	Occupation
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Company name	Address
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Telephone	E-mail	Years acquainted
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Name	Occupation
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Company name	Address
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Telephone	E-mail	Years acquainted
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Name	Occupation
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Company name	Address
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Telephone	E-mail	Years acquainted
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APPLICATION FORM WAIVER – PLEASE READ CAREFULLY

In exchange for the consideration of my job application by the Village of Decatur, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Village of Decatur practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Village of Decatur, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Village Manager. Both the undersigned may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Village of Decatur may unilaterally change or revise their benefits, policies and procedures and such changes may include a reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Village of Decatur permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Village of Decatur from any liability as a result of such contract.

I also understand that (1) the Village of Decatur has a drug and alcohol policy and may request preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy.

I understand that, in connection with the routine processing of your employment application, the Village of Decatur may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Village of Decatur will provide me with additional information concerning the nature and scope of any such report requested by it.

I further understand that my employment with the Village of Decatur shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Village of Decatur is terminable at will for any reason by either party.

Signature: _____

Date: _____