



Application for

County of Gratiot Employment

Gratiot County is an Equal Opportunity Employer

You must answer all questions completely and truthfully. Failure to do so will result in rejection of your application, or, if not discovered until a later date, may result in discipline or discharge from employment.

Date of Application: _____

Position for which you are applying: _____

How did you learn of this position? _____

Contact Information

Name: First _____ Last _____ Middle _____

Prefix: _____ Suffix: _____ Email: _____

Address: Street _____ City _____ State _____ Postal _____

Phone: Home () - Cell () - Preferred Home Cell

Personal Information

Are you under 18 years of age? (Y/N) _____
If yes, can you provide proof of eligibility to work? (Y/N) _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Y/N) _____
If yes, please explain: _____

Note: Proof of citizenship or immigration status may be requested upon employment.

Have you ever served in the Armed Forces of the United States of America or in a State National Guard? (Y/N)

Branch of Service: _____
Type of Separation or Discharge, if applicable: _____

Note: A dishonorable discharge from the military will not necessarily be a bar to employment.

Do you possess a valid Michigan Driver's License? (Y/N) _____ Driver's License #: _____
Exp. Date: _____ Endorsements (CDL, etc.): _____

Note: A license check will be conducted for applicants for positions requiring a current driver's license.



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Do you have any employment records under a name other than what is listed above? (Y/N) _____

If yes, please list additional name(s): _____

For purposes of this application, I understand that applications for public jobs within the County of Gratiot, or the information received during a basic background check that may be contained within such applications, are not information of a personal nature protected under Section 13(1)(a) of the Freedom of Information Act.

(Y/N) _____

Are you a relative by birth or marriage to any Gratiot County elected official or employee? (Y/N) _____

If yes, who? _____ Relationship: _____

Have you ever been suspended, dismissed, forced to resign from, or discharged from a former employer? (Y/N) _____

If yes, please explain: _____

What source referred you to the County? _____

Employment Information

Have you ever been employed with Gratiot County? (Y/N) _____

If yes, when? _____

Are you currently employed? (Y/N) _____ If yes, may we contact your current employer? (Y/N) _____

Please indicate your availability: Full-Time Part-Time Temporary 1st 2nd 3rd

When will you be available for employment? _____

Are you currently on 'lay-off' status and subject to recall? (Y/N) _____

Are you available to travel if a job requires it? (Y/N) _____

Rate of pay expected: _____

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Education

1.

Name of High School: _____ Did you graduate? (Y/N) _____

Address: Street _____ City _____ State _____ Postal _____

Degree Received: _____

2.

Name of College/Trade School/Technical School: _____ Did you graduate? (Y/N) _____

Address: Street _____ City _____ State _____ Postal _____

Degree Received: _____ Course of Study: _____

Dates Attended: from _____ to _____

3.

Name of College/Trade School/Technical School: _____ Did you graduate? (Y/N) _____

Address: Street _____ City _____ State _____ Postal _____

Degree Received: _____ Course of Study: _____

Dates Attended: from _____ to _____

4.

Name of College/Trade School/Technical School: _____ Did you graduate? (Y/N) _____

Address: Street _____ City _____ State _____ Postal _____

Degree Received: _____ Course of Study: _____

Dates Attended: from _____ to _____

Describe any other formal education, experience, specialized training, apprenticeships, internships, skills, licenses, certificates, and extra-curricular activities that pertain to the position(s) for which you are applying:



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List professional trade, business group memberships, offices held, and volunteer work. You may exclude groups that would reveal race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected class:

Describe any job related experience or training received in the U.S. Military, if applicable:

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Employment History

List all jobs you have held and periods of unemployment in the past ten (10) years. Put your present or most recent job first. If additional space is required, please attach sheets as necessary. Be sure to sign and date attached sheets.

1.

Name of Employer _____

Address: Street _____ City _____ State _____ Postal _____

Telephone Number: _____ E-Mail Address: _____

Supervisor: _____ Your Job Title: _____

Starting Salary: \$ _____ per _____ Final Salary: \$ _____ per _____

Dates Employed: from _____ to _____

Reason For Leaving: _____

May the County of Gratiot contact your current employer? (Y/N) _____

Job Duties:

2.

Name of Employer _____

Address: Street _____ City _____ State _____ Postal _____

Telephone Number: _____ E-Mail Address: _____

Supervisor: _____ Your Job Title: _____

Starting Salary: \$ _____ per _____ Final Salary: \$ _____ per _____

Dates Employed: from _____ to _____

Reason For Leaving: _____



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Job Duties:

3.

Name of Employer _____

Address: Street _____ City _____ State _____ Postal _____

Telephone Number: _____ E-Mail Address: _____

Supervisor: _____ Your Job Title: _____

Starting Salary: \$ _____ per _____ Final Salary: \$ _____ per _____

Dates Employed: from _____ to _____

Reason For Leaving: _____

Job Duties:

Specialized Skills:

Multi-Line Phones PCs/Laptops Copiers/Scanners/Fax Adobe Acrobat

Other _____

State any additional information you feel may be helpful in considering you as a candidate:

Have you ever been convicted of or pled guilty or no contest to an offense against the law, or are there any felony charges pending against you? (Y/N) _____



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If yes, please give details in the space provided: _____

Note: A conviction record will not necessarily be a bar to employment. Factors such as the time of the offense, the seriousness and nature of the violation, and the rehabilitation will be considered.

Professional References

1.

Name: _____

Company: _____

E-mail Address: _____ Telephone Number: _____

Address: Street _____ City _____ State _____ Postal _____

Relationship: _____ How long? _____

2.

Name: _____

Company: _____

E-mail Address: _____ Telephone Number: _____

Address: Street _____ City _____ State _____ Postal _____

Relationship: _____ How long? _____

3.

Name: _____

Company: _____

E-mail Address: _____ Telephone Number: _____

Address: Street _____ City _____ State _____ Postal _____

Relationship: _____ How long? _____

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Comments

Additional Comments:

Application Agreement

Please read carefully before signing.

- 1.** I authorize the investigation of all statements, including references, contained in this application for employment as may be necessary in arriving at an employment decision. I also specifically waive any written notice requirements of Section 67 of 1978 PA 397 pertaining to disciplinary reports, letters of reprimand or other disciplinary actions. I also waive any claim against the County of Gratiot and all current or former employers arising from such investigation or disclosure, including, but not limited to, slander and libel, that may result from furnishing any information to the County of Gratiot.
- 2.** I understand that the use of this application does not indicate that there are positions available, nor does it imply or create an employment contract. I understand that the only employment contracts are those specifically authorized by Gratiot County that have been reduced to writing and have been executed by both myself and an authorized representative of the County of Gratiot. Accordingly, I understand that no employment contract, either expressed or implied, for any period, is created hereby should the County of Gratiot hire me.
- 3.** If hired, I understand and acknowledge that, in the absence of an express written contract or agreement to the contrary, any employment relationship with the County of Gratiot is of an “at-will” nature, which means that I may resign at any time and can be terminated at any time, with or without notice, for any reason at the option of the County of Gratiot. Should the County of Gratiot hire me, I agree to observe all the County of Gratiot’s policies, practices, and procedures including applicable collective bargaining unit contracts currently in existence and new and revised ones that may be issued in the future, if applicable.
- 4.** I understand that by seeking employment with the County of Gratiot, I must meet the requirements of the sought position, which may include proof of educational and licensing attainment; the successful completion of oral, written, and/or medical examinations, drug testing (at the County of Gratiot’s expense), and/or criminal background

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checks; and a confidential investigation or submission of any documents that may be deemed necessary by Gratiot County. If any driving will be done for purposes of the County of Gratiot, I understand that I must be both eligible to drive and qualified for insurance coverage. Employment by the County of Gratiot is conditioned upon such results being satisfactory to Gratiot County. I understand that any employment offer is conditional upon the result of the drug screening test, post offer pre-employment medical examination, and background investigation (when applicable based on the position sought).

5. I understand that if I have a physical, mental, or other impairment that would interfere with my ability to perform in a position, but that may be accommodated by, for instance, the purchase of equipment or devices, the provision of readers or interpreters, or the restructuring or altering of work schedules, the Michigan Persons With Disabilities Civil Rights Act requires me to notify the County of Gratiot's Human Resources Department in writing of need for accommodation within 182 days after I knew or should reasonably have known that the accommodation was needed.

6. I agree that any lawsuit against the County of Gratiot arising out of my employment or termination of employment, including, but not limited to, claims arising under the State or Federal Civil Rights statutes, must be filed within six months of the event giving rise to claims or be forever barred. I waive any limitations period to the contrary. For circumstances in which the statutory period of limitations is less than six months, the statutory limit will apply.

7. This application for employment shall be considered active for a period of time not to exceed 45 days. 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.

8. I have read, understand, and agree to the terms of each of the seven individual statements, as indicated above. Additionally, I certify that the information contained in this application is correct to the best of my knowledge and belief. I understand that any misrepresentation of the facts, as stated or implied, or the falsification of this information is grounds for dismissal. I further agree that, for the purposes of authorizing and authenticating this application for employment, my electronic signature has the full force and effect of a signature affixed by hand to a paper document.

Note: Applications without signatures will not be considered for employment.

Signature: _____

Date: _____