



12060 Heath Street * P.O. Box 371 * Birch Run, MI 48415 * Office (989) 624-5711 * Fax (989) 624-9681

Employment Application

The Village of Birch Run is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.

Applicant Information:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Last Name

First Name

Middle Name

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Street Address

City

State

Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Home Phone

Cell Phone

Business Phone

May we contact you during the day?

Yes

No

Employment Information:

Department Desired:

Administrative

Police

Public Works

Other

Are you interested in:

Full-time Employment

Part-Time Employment

Temporary Employment

Un-Paid Employment

Anticipated Salary: \$ /hr or yr

Date Available

Referral Source

Self

Advertisement

Other:

Have you ever been employed by the Village of Birch Run?

Yes

No

If **Yes**, please list Dates of Employment and Supervisor:

<input type="text"/>
<input type="text"/>

Any family members currently employed by the Village of Birch Run?

Yes

No

If **Yes**, Please List them:

<input type="text"/>
<input type="text"/>

Are you 18 years of age or older?

Yes

No

History:

Have you ever been convicted of a crime? Yes No

If **Yes**, Please Explain:

Are you a citizen of the United States? Yes No

If **No**, are you legally eligible to work in the United States? Yes No

Military Service? Yes No Branch/Rank: _____

Discharge Date & Type: _____

Do you have a valid Driver's License? Yes No

If **Yes**, please list number and State: State:

Do you have any commercial endorsements? Yes No

Educational Background:

	Name/Location of Institution	Current Status	Major Area of Study	Type of Degree and Date Earned
High School		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Undergraduate College		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Graduate College		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Business/Trade School		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		
Other		<input type="checkbox"/> Graduated <input type="checkbox"/> Still Attending <input type="checkbox"/> Did Not Finish		

Do you possess any special certifications (technical, first aid, public safety, etc.)? Yes No

If **Yes**, please list:

Work History (list most-recent first):

Dates From		Organization Name/Address: _____ Position Title: _____ Reason for Leaving: _____ Beg. Salary: _____ End Salary: _____ Supervisor Name: _____ Title: _____ Phone: _____ Duties Performed: _____
Month	Year	
Dates To		
Month	Year	

Dates From		Organization Name/Address: _____ Position Title: _____ Reason for Leaving: _____ Beg. Salary: _____ End Salary: _____ Supervisor Name: _____ Title: _____ Phone: _____ Duties Performed: _____
Month	Year	
Dates To		
Month	Year	

Dates From		Organization Name/Address: _____ Position Title: _____ Reason for Leaving: _____ Beg. Salary: _____ End Salary: _____ Supervisor Name: _____ Title: _____ Phone: _____ Duties Performed: _____
Month	Year	
Dates To		
Month	Year	

References:

List names and contact information for three individuals not related to you, whom you have known for at least one year.

Name	Position	Years Known	Address & Phone

Agreement and Understanding

By signing this application, I hereby represent that the facts set forth in my application for employment are true and complete. I understand that if I am employed, any false statement on this application may result in my dismissal.

I authorize the Village of Birch Run to conduct a background investigation to determine my fitness as a candidate for employment with the Village of Birch Run. I understand that said background investigation may include information regarding my character, general reputation, personal characteristics, mode of living, driving record, credit history, education, and employment history. I understand that in the event I am not employed because of an unfavorable credit report, the Village will notify me and provide me a copy of the credit report.

I authorize review and/or release and full disclosure of my personnel records from my employer and from any of my former employers. I hereby waive written notice from my employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records. This waiver is made pursuant to the Bullard-Plawecki Employee Right-to-Know Act.

I authorize any person or entity contacted by the Village of Birch Run, its officers, agents, or employees during the course of my background investigation, to furnish to such officers, agents, or employees any information or opinions they may have. I hereby release from liability and promise to hold harmless under any and all possible legal action, any and all persons or entities who shall furnish any information or opinions to the Village of Birch Run, its officers, agents, or employees connected with my background investigation.

Further, I hereby release from liability and promise to hold harmless under any and all possible legal action, the Village of Birch Run, its officers, agents, or employees for any and all actions connected with my background investigation.

I understand that if I am considered favorably for employment, I may be required to undergo, at the Village's expense, a medical examination that will include drug screening and that cooperating in the administration of this test and passing it are conditions for employment.

I understand that this application is not intended to be a contract of employment, nor does this application obligate the Village of Birch Run in any way if the Village decides to employ me. If employed by the Village, I agree to conform to the rules and regulations of the Village of Birch Run, as they may be amended from time to time, and I understand and agree that any employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the Village Manager or the Village Council 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 and then only in written form signed by the Village Manager. I further acknowledge that no one has made any representations or statements to the contrary to me, either oral or in writing, and I acknowledge and understand that no one has the authority to make such representations or statements to the contrary in the future.

I further stipulate that a photocopy or facsimile of this agreement and understanding will hold the same validity as an original thereof, even though said photocopy or facsimile does not contain an original signature.

I have read, understand, and agree to the terms of each of the above statements.

Signature of Applicant

Date

Printed Name of Applicant