



# CALHOUN COUNTY APPLICATION FOR EMPLOYMENT

Human Resources, 315 West Green Street, Marshall MI 49068

[www.calhouncountymi.gov](http://www.calhouncountymi.gov)

(Required) Position applying for \_\_\_\_\_

## Personal Information

Name : \_\_\_\_\_  
Last First M.I.

Address \_\_\_\_\_

City State Zip

Home Phone # ( ) \_\_\_\_\_

Work Phone # ( ) \_\_\_\_\_

Are you 18 years of age or older? Yes No

Are you a citizen of the United States or legal alien? Yes No

Are you a veteran of the U.S. Military Service? Yes No

Have you ever been convicted, plead guilty, or no contest to a felony crime? Yes No Explain \_\_\_\_\_

Have you ever lost or forfeited a bond or been deemed ineligible for a bond? Yes No Explain \_\_\_\_\_

Have you reviewed the minimum requirements for this position? Yes No

Do you meet the minimum qualifications for this position? Yes No

Have you ever worked for Calhoun County? Yes No

If yes, under what name? \_\_\_\_\_ Dates \_\_\_\_\_

What source referred you to this position? \_\_\_\_\_

What shifts are you available to work? 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> wk ends holidays

Are you related to any current employees or County Officials? Yes No

If yes, Name(s) \_\_\_\_\_

When are you able to start employment with Calhoun County? \_\_\_\_\_

## Education

High School Graduate/GED Yes No

Jr. College Education Yes No Degree: \_\_\_\_\_ Field of Study \_\_\_\_\_ Date Rec'd \_\_\_\_\_

College/University Yes No Degree: \_\_\_\_\_ Field of Study \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Post Grad Education Yes No Degree: \_\_\_\_\_ Field of Study \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Other special training \_\_\_\_\_

Special skills - Please include any Professional Licences or Certifications \_\_\_\_\_

**Please Complete Reverse Side of Form**

**Previous Employment - Most Recent First- Include Military Service**

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Major Responsibilities: \_\_\_\_\_

Reason for Leaving: voluntary involuntary Explain: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Major Responsibilities: \_\_\_\_\_

Reason for Leaving: voluntary involuntary Explain: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Major Responsibilities: \_\_\_\_\_

Reason for Leaving: voluntary involuntary Explain: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

The facts set forth in this application and any attachments are true and complete. I understand that if employed, false statements or omissions made in this application shall be sufficient cause for dismissal.

I understand the employment with Calhoun County is contingent upon investigation of my previous employment and educational record, references, and upon passing required physical examinations (including drug and alcohol tests) and providing proof of eligibility to work in the United States.

As part of my application for employment with Calhoun County, I hereby authorize my prior employers to provide information to Calhoun County, including all information contained in my personnel file, any evaluations, oral or written, and attendance or disciplinary reports, oral or written. In consideration for providing such information, I release, waive and relinquish any and all claims against any of my prior employers, their officers, employees, agents or other representative, arising directly or indirectly, or relating to the furnishing of such information by them. I also waive any legally required notice, oral or written, from such employers that employment information is being provided by them to Calhoun County.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_