



CALHOUN COUNTY APPLICATION FOR EMPLOYMENT

Human Resources, 315 West Green Street, Marshall MI 49068

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? 1st 2nd 3rd 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: _____



Calhoun County Government

Human Resources, 315 West Green Street, Marshall MI 49068

Calhoun County Government is committed to the principles of equal employment opportunity, non-discrimination and affirmative action as set forth in applicable state and federal laws and regulations. It is the policy of Calhoun County Government to promote non-discrimination and equal opportunity for all qualified employees and applicants for employment, and to prohibit discrimination in employment because of race, religion, color, national origin, sex, age, height, weight, handicap, marital status or any other category protected by law.

In order to ensure that Calhoun County Government's employment practices conform to its policies and goals, it is necessary to develop and maintain statistical data on job applicants.

The completion of the following statistical survey is voluntary and not required when submitting an Application for Employment.

To help us, would you take a minute or two to complete the following information and return it to the Human Resource Department? The information you provide is requested for statistical reporting purposes only.

VOLUNTARY STATISTICAL SURVEY

Position Applied for: _____ **Application Date:** _____

Military Status: Active Retired

Veteran Status: Yes No **Vietnam Vet:** Yes NO

Handicapped: Yes No If Yes, briefly describe: _____

Date of Birth: _____ **Age:** _____ **Gender:** Female Male

Racial / Ethnic Origin: (If you are multi-racial, please check the box next to your predominant race)

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black / African American (Non-Hispanic)
- White / Caucasian (Not of Hispanic Origin)
- Hispanic

