

**CITY OF MANISTIQUE
APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

| | | | |
|-------------------------|------------|------------------------|----------|
| Position(s) Applied For | | Date of Application | |
| Last Name | First Name | Middle Name | |
| Address | City | State | Zip Code |
| Telephone Number(s) | | Social Security Number | |

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
 Have you ever filed an application with us before? Yes No

If Yes, give date: _____

Have you ever been employed with us before? Yes No

If Yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? *Proof of citizenship or immigration status will be required upon employment* Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

| Name & Address of School | Course of Study | Years Completed | Diploma Degree |
|--------------------------|-----------------|-----------------|----------------|
| Elementary School | | | |
| High School | | | |
| Undergraduate School | | | |
| Graduate Professional | | | |
| Other (specify) | | | |

Describe any specialized training, apprenticeship, skills, and extra-curricular activities:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignment and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

| Employment Dates | | Work Performed | |
|----------------------|-------------|--------------------|--------|
| 1. Employer: | From: | To: | |
| Address: | | | |
| Telephone Number(s): | | Hourly Rate/Salary | |
| Job Title: | Supervisor: | Starting: | Final: |
| Reason for Leaving: | | | |

| Employment Dates | | Work Performed | |
|----------------------|-------------|--------------------|--------|
| 2. Employer: | From: | To: | |
| Address: | | | |
| Telephone Number(s): | | Hourly Rate/Salary | |
| Job Title: | Supervisor: | Starting: | Final: |
| Reason for Leaving: | | | |

| Employment Dates | | Work Performed | |
|----------------------|-------------|--------------------|--------|
| 3. Employer | From: | To: | |
| Address: | | | |
| Telephone Number(s): | | Hourly Rate/Salary | |
| Job Title: | Supervisor: | Starting: | Final: |
| Reason for Leaving: | | | |

If you need additional space, please continue on a separate sheet of paper.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such charge is specifically acknowledged in writing by an authorized execution of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date