

EMPLOYMENT APPLICATION

Village of Colon
110 N. Blackstone Ave
Colon, MI 49040

Notice to Applicants: it is our policy to offer equal opportunity to all based upon individual merit without regard to race, color, religion, national origin, sex, age, marital status, height, weight, or non-disqualifying handicap. Under certain circumstances, the Village of Colon may have a duty to accommodate qualified handicapped individuals. Under Michigan law, if you need accommodations, you must notify our office in writing within 182 days after you know or reasonably should have known of the need for accommodations.

In order to provide a pleasant, safe and productive workplace we do not condone harassment relating to a person's race, color, religion, sex, national origin, height, weight, age, or non-disqualifying handicap. We prohibit the use, distribution, sale or possession of alcoholic beverages, drugs and controlled [except for the use of legitimately prescribed medication pursuant to a physician's order] while at work or on our premises. We prohibit reporting to work under the influence of alcoholic beverages, drugs and/or controlled substances.

Please complete the entire application [except the portion labeled ["Office Use Only"]]. Incomplete and/or unsigned applications will not be processed.

Today's Date: Position Desired: Date Available:
Salary Desired: Are You Employed Now? If so may we inquire of your present employer?

Name: [Last] [First] [MI]
Address [Street] [City] [State] [Zip]
Last four of Social Security Number: Telephone Number:

Are you 18 years or older YES NO Are you authorized to work in the U.S. YES NO
{athireyou must provide information for compliance with the Immigration Reform & Control Act}

Type of employment desired: FULLTIME PARTTIME TEMPORARY Other:

Are there any hours, shifts or days that you cannot or will not work YES NO

Explain if Yes:

Are you willing to work overtime as required YES NO

Have you ever been convicted of a crime? YES NO you will not be denied employment solely because of a conviction record unless the offense is related to the job for which you have applied for or the

Are there felony charges pending against you YES NO is a legitimate safety concern due to the nature of the employer's business

Have you ever been suspended or discharged from employment? YES NO

If yes, please explain:

Is this application for the police department? YES NO

If so, are you MCOLES certified or certifiable? YES NO

SCHOOL \_\_\_\_\_ NAME/ADDRESS \_\_\_\_\_ GRADUATE? \_\_\_\_\_ DEGREE/DIPLOMA \_\_\_\_\_

HIGHSCHOOL: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

GRADUATESCHOOL: \_\_\_\_\_

OTHERTRAINING: \_\_\_\_\_

USMILITARYSERVICE \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ DateDischarged \_\_\_\_\_

Rank&Duties \_\_\_\_\_

PresentmembershipinNationalGuardorReserves \_\_\_\_\_

PLEASEINDICATEIFYOUHAVEANYSKILLSOREXPERIENC EOPERATINGORMAINAININGEQUIPMENTOR  
MACHINES.IFLICENSEORCERTIFICATIONISREQUEIRE D,PLEASEPROVIDEDETAILSONYOURLICENSEOR  
CERTIFICAITONS. \_\_\_\_\_

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Listallwork/volunteereperience[listpresentpo sitionfirst]PLEASEDONOTUSESTATEMENT“seeresu me”

EmployerName \_\_\_\_\_ Position/Duties \_\_\_\_\_

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

Rateofpaystarting \_\_\_\_\_ Ending \_\_\_\_\_ EmploymentDates \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Check asReferenceYES  NO

ReasonforLeaving: \_\_\_\_\_

EmployerName \_\_\_\_\_ Position/Duties \_\_\_\_\_

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

Rateofpaystarting \_\_\_\_\_ Ending \_\_\_\_\_ EmploymentDates \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Check asReferenceYES  NO

ReasonforLeaving: \_\_\_\_\_

EmployerName \_\_\_\_\_ Position/Duties \_\_\_\_\_

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

Rateofpaystarting \_\_\_\_\_ Ending \_\_\_\_\_ EmploymentDates \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Check asReferenceYES  NO

ReasonforLeaving: \_\_\_\_\_

PERSONAL REFERENCES NOT RELATED TO YOU

NAME	ADDRESS	OCCUPATION	PHONE
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

CERTIFICATION: I certify that all of the information furnished on this application is true, complete and correct. I understand and agree that any falsification, misrepresentation, misleading statement or omission of fact on either this application or during the pre-hire process will be sufficient reason for dismissal at any time for the Village of Colon.

I authorize all third parties to provide the Village with any information regarding my former employment and personal background, and I release all parties from any liability which may result from furnishing such information. In this regard, I agree to permit the Village of Colon to conduct any background investigative procedures, including credit, reference, educational and criminal checks it deems appropriate. I also understand and agree that my employment may be subject to my

I also understand and agree that my employment and compensation is for no definite period of time and time and manner of payment of my wages and salary, be terminated at any time by me or the Village with or without cause or notice. I acknowledge that no Village representative has either the power or authority to make any representations or agreements contrary to any of the foregoing, unless that agreement is in writing and signed by the Village President.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**{do not write below this line}  
OFFICE USE ONLY**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **ADDITIONAL ITEMS TO SUBMIT WITH YOUR APPLICATION**

Copy of driver license showing current address.

Copy of birth certificate.

Copy of MCOLE certification or letter stating you are eligible for certification.

Copy of any certification. [radar, pbt, data master, SFST, Taser, hazmat, cpr, ect]

Copy of college transcripts. [this can be a photocopy, it does not have to come from the college]

## **APPLICATION INFORMATION**

Applications must have complete address of employers including name, address, city, state zip code, phone number and supervisor. We must be able to verify all employment listed on your application.

Reference's must be personal, not former, current employers, not co-workers or people met during internships.

Internships may be listed on page two under "skills or experience" box. Include complete department name, address, phone number and contact person.

If you circle "no" for check references, please explain why on a separate piece of paper.

Application must be in blue or black ink and must be legible.

All applications become property of the Village of Colon and will be kept on file for one year.

We must be able to verify all information on your application.

Do not falsify or misrepresent any information, education or experience.

**DONOT USE STAPLES, ONLY USE PAPER CLIPS!**