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*Serving Seniors Since 1974*

## Application for Employment

In order to consider your application for employment, Barry County needs to have you answer all questions completely. If you need extra space to give a complete answer, please use the extra space provided on page 3.

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Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Drivers License # \_\_\_\_\_

How many years have you lived at this address? \_\_\_\_\_

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Position desired: \_\_\_\_\_ Rate of pay expected: \$ \_\_\_\_\_ per \_\_\_\_\_

Are you 18 years or older?  Yes  No

Do you want work:  Full-Time  Part Time

*If applying only for part-time, what days and hours:* \_\_\_\_\_

Are you willing to work weekends, holidays and rotating shifts?  Yes  No

*Explain any limitations on hours:* \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work?  Yes  No

If hired, when can you start? \_\_\_\_\_

Have you worked for Barry County before?  Yes  No

*If yes, when and for what Department(s)?* \_\_\_\_\_

List any friends or relatives working for Barry County: \_\_\_\_\_

Do you have any skills, qualifications or experiences which you feel would especially fit you for work with us?

\_\_\_\_\_

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Are you able to perform all the duties of the position for which you are applying?  Yes  No

*If the answer is NO, please identify the particular job duties that you are not able to perform:* \_\_\_\_\_

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Have you ever been convicted of a crime?  Yes  No

If yes, explain when, where, and the nature of all criminal convictions: \_\_\_\_\_

Are there any felony charges pending against you now?  Yes  No

If yes, describe: \_\_\_\_\_

## Education

(List each school separately)

School	No. of Years Attended	Name of School, City and State	Course of Study	Did you graduate?	List Diploma Or Degree
High				Yes <input type="checkbox"/> No <input type="checkbox"/>	
College				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other (Specify)				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trade or Business School				Yes <input type="checkbox"/> No <input type="checkbox"/>	

If you did not graduate, why did you leave school or college? \_\_\_\_\_

If you were in school within the last two years, how many days were you absent and/or late? \_\_\_\_\_

List any special licenses, certifications or skills: \_\_\_\_\_

Do you speak or write any language besides English?  Yes  No

If yes, what language? \_\_\_\_\_

## Military Service

Armed Forces Service?  Yes  No Dates of Service: \_\_\_\_\_ - \_\_\_\_\_  
From To

Branch of Service: \_\_\_\_\_ Duties: \_\_\_\_\_

Rank at time of enlistment: \_\_\_\_\_ Rank at time of discharge: \_\_\_\_\_

Present Military Status:  Reserve  National Guard  Other: \_\_\_\_\_

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## Work Experience

(List most recent jobs first)

Name & Address of Company	Dates Employed From / To	List Duties or Position	Supervisor's Name & Phone	Final Pay Rate	Reason for Leaving

May we contact your current employer?     Yes                       No

If you were employed within the last two years, how many days were you absent and/or late? \_\_\_\_\_

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## References

(Not former employers or relatives; use only people you have known for 1 year or more)

Name	Complete Address & Telephone Number	Occupation

## Additional Information

(List here any information you care to add - continue on back if needed)

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*Please Read Carefully*

## 1. Work Authorization

Before any applicant can begin work, the person must be able to verify, under federal law, that he or she is authorized to work in the United States. All applicants offered a position within Barry County will have to document their authorization to work before the hiring process will be completed.

All applicants are being notified at this time that, if selected for hire, it will be your responsibility to provide Barry County with documentation showing your right to work. Barry County is giving you this notice so you may have those documents ready if you should be offered a position. The documents will be reviewed by the Department Head or Administrator at the time a conditional offer of employment is made.

## 2. Medical Examination

Any job you are offered by Barry County will be conditional on the results of a medical examination if one is requested by Barry County. The medical exam will be conducted by a physician selected by Barry County and will be completed before you begin work on the job.

## 3. Accommodations

Michigan law requires that you notify Barry County in writing of a need for accommodation for employment within 182 days after you know or should have known that an accommodation of your handicap is needed.

## 4. Criminal and Driving Record Check

I agree to cooperate with Barry County by taking whatever steps are needed in order to allow Barry County to secure my criminal conviction history and driving record from the appropriate agencies.

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## Applicant's Certification and Agreement

### 1. Certification of Truthfulness

I certify that all statements on this Application for Employment are made completely, truthfully and without evasion. I further understand and agree that such statements may be investigated and if found to be false will be sufficient reason for not being employed, or if employed may result in my dismissal.

### 2. Authorization for Information

I authorize the references I have listed, any prior or current employer of mine, any educational institutions and any person or organization, to give you any and all information concerning my previous employment or educational accomplishments, including any disciplinary information, and any pertinent information they may have, personal or otherwise, including statements of character and background and release all parties from all liability for any damage that may result from furnishing information to you. In addition, I authorize Barry County to obtain an investigative consumer and/or credit report on me and to obtain information about my motor vehicle driving record. I hereby waive written notice to me that the above information is being provided by any person or organization.

### 3. Physical Examination and Substance Testing

I agree to submit myself, upon request, for physical examination by Barry County's physician. In addition, I agree to submit to a pre-employment substance screening test and to all searches and substance testing called for by Barry County's Alcohol & Drug Abuse Policy.

### 4. Employment at Will

If hired, in consideration of my employment I agree to abide by the rules and policies of Barry County. I further agree that such employment and all compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Barry County or myself. I understand that no agent or representative of Barry County, other than its Board of Commissioners, has any authority to enter into any agreement for employment for any specific or indefinite period of time, or to make any agreement contrary to the foregoing, and that the Board of Commissioners' authority to do so may be exercised only by a written employment contract signed by Barry County's Board of Commissioners.

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Applicant's Signature

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Date

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