

THE VILLAGE OF PAW PAW, MICHIGAN
Employment Application Form

The Village of Paw Paw is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT OR TYPE)

Date of Application

Position(s) Applied For

Referral Source: Advertisement Friend Relative Walk-In
Employment Agency Other

Name Last First Middle

Address Number Street City State Zip Code

Telephone (Area Code) Social Security Number

If employed and you are under 18,
can you furnish a work permit?
Have you filed an application here before?
Have you ever been employed here before?
Are you employed now?
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

(Proof of citizenship or immigration status may be required upon employment.)
On what date would you be available for work?
Salary Requested? \$
Are you available to work
Are you on a lay-off and subject to recall?
Can you travel if a job requires it?
Have you been convicted of a felony or misdemeanor?

(Conviction will not necessarily disqualify applicant from employment.)
If Yes, Please explain
Veteran of the U.S. military service?

List professional, trade, business or civic activities and offices held.
(Exclude those which indicate race, color, religion, sex or national origin):

Give name, address and telephone number of three (3) references who are not related to you and are not previous employers.
1.
2.
3.

Employer (Name & Address)	Dates Employed		Work Performed	Hourly Rate	
	From	To		Start	End
6.					
Job Title:					
Supervisor:					
Reason for Leaving:					

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

**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special skills and qualifications acquired from your education, employment or other experiences which would make you qualified for this position.(Shown on Page 1)

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List any honors, licenses, certificates, etc. you received or hold:

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**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 60 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.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

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 Village of Paw Paw.

.....  
Signature of Applicant Date

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview:  Yes  No Date and Time.....

Remarks:.....  
.....

Employed:  Yes  No Date of Employment..... Hourly Rate.....

Job Title..... Salary..... Department.....

By.....  
Name and Title Date

Notes:

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service, assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

May we contact all previous employers?  Yes  No

If No, specify which: .....

Employer (Name & Address)	Dates Employed		Work Performed	Hourly Rate	
	From	To		Start	End
1.					
Job Title:					
Supervisor:					
Reason for Leaving:					
2.					
Job Title:					
Supervisor:					
Reason for Leaving:					
3.					
Job Title:					
Supervisor:					
Reason for Leaving:					
4.					
Job Title:					
Supervisor:					
Reason for Leaving:					
5.					
Job Title:					
Supervisor:					
Reason for Leaving:					

# EDUCATIONAL DATA

## HIGH SCHOOL

Name of High School .....  
Address of High School?.....  
Did You Graduate?  Yes  No If No, Amount Completed .....  
Equivalency Certificate?  Yes  No .....  
Course of Study ..... Overall Average Grade .....

## COLLEGE

Name of College.....  
Address of College.....  
Entrance Date: ..... Exit Date: ..... Degree Obtained .....  
Grade Point Average (Overall) ..... Grade Point Average (Major) .....  
College Major: ..... College Minor: .....  
School and Extra Curricular Activities/Honor and Professional Societies:  
.....  
.....  
Total Number of Hours Completed: .....

## GRADUATE SCHOOL:

Name of College.....  
Address of College.....  
Entrance Date: ..... Exit Date: ..... Degree Obtained .....  
Grade Point Average (Overall) .....  
Summarize Courses Taken For Advanced Degree:  
.....  
.....  
Total Number of Hours Completed: .....

## BUSINESS, TRADE OR OTHER SCHOOLS:

Name of School .....  
Address of School .....  
Did You Graduate?  Yes  No If No, Amount Completed .....  
 Degree or  Certificate .....  
Course of Study ..... Overall Average Grade .....  
Special Skill Learned: .....  
Dates: From ..... To .....  
(Month, Year) (Month, Year)

## MISCELLANEOUS:

Do You Type?  Yes  No If Yes, Words Per Minute .....  
Do You Take Shorthand?  Yes  No If Yes, Words Per Minute .....  
Can You Operate a Computer?  Yes  No If Yes, Please Explain .....  
Indicate Any Business Machines That You Can Operate: .....  
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