



KALKASKA COUNTY EMPLOYMENT APPLICATION

Position applying for: _____ Date available: _____
 Would you work full-time? _____ Part-time? _____ Specify days & hours: _____
 Have you ever been an applicant of Kalkaska County? _____ Date: _____ Disposition: _____
 Have you ever been an employee of Kalkaska County? _____ Position: _____ Date: _____
 Please indicate minimum wage or salary you would accept: _____
 Please indicate source from which you learned of this position: _____
 Please list any relatives working for Kalkaska County? _____

PERSONAL DATA:

Name (Last, First, Middle): _____
 Street Address: _____
 City: _____ County: _____ State: _____ Zip: _____
 Preferred Phone for Contact: _____ Alternate Phone: _____
 U.S. Citizen? Yes _____ No _____ Michigan Resident? Yes _____ No _____
 Kalkaska County Resident? Yes _____ No _____ Are you 18 years or older? Yes _____ No _____
 In case of emergency, notify: _____

PERSONAL REFERENCES: *(List three (3) persons who are not related to you by blood or marriage who can comment on your education/work.*

Full Name	Complete Address	Occupation	Telephone
			Home: Office:
			Home: Office:
			Home: Office:

MILITARY SERVICE:

Have you ever served in the U.S. Armed Forces? Yes _____ No _____
 Branch of Service: _____ Rank upon separation or discharge: _____
 Active duty: from _____ to _____ Type of separation or discharge _____
(If other than honorable, explain in space provided on page 3)

While we cannot guarantee confidentiality, would you prefer we keep your application confidential? _____ Yes _____ No

EMPLOYMENT HISTORY:

Name & address of company and type of business	From:		To:		Starting Salary	Ending Salary	May we Contact?	
	Mo.	Yr.	Mo.	Yr.			_____	_____

Describe nature and duties of your position:								

Telephone: _____ Supervisor: _____	Reason for leaving:							
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Name & address of company and type of business	From:		To:		Starting Salary	Ending Salary	May we Contact?	
	Mo.	Yr.	Mo.	Yr.			_____	_____

Describe nature and duties of your position:								

Telephone: _____ Supervisor: _____	Reason for leaving:							
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Name & address of company and type of business	From:		To:		Starting Salary	Ending Salary	May we Contact?	
	Mo.	Yr.	Mo.	Yr.			_____	_____

Describe nature and duties of your position:								

Telephone: _____ Supervisor: _____	Reason for leaving:							
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EDUCATION AND TRAINING:

Circle the highest grade completed: 7 (or less) 8 9 10 11 12	Did you graduate from high school? Yes _____ No _____ Year _____
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Type of School	School name City and State	Type of Degree	Major Field	Grade Average	Dates Attended			
					From Mo.	Yr.	To Mo.	Yr.
Last High School Attended								
Colleges Attended								
Other Training								

SPECIAL QUALIFICATIONS:

(Include active technical/professional licenses and numbers, academic or professional awards):

Clerical/Machine Skills:

Typing: _____ wpm Shorthand _____ wpm Other: _____

Software: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Dismissals and/or forced resignations:

Have you ever been dismissed from any position? _____

Have you ever been forced to resign from any position? _____

(If "yes" to either or both of these questions, give complete details in space provided below)

Criminal, Traffic and/or Civil Court Record:

Have you ever been convicted of, or pled guilty or no contest to, an offense against the law, or are there any felony charges pending against you? _____ *(If "yes" explain in the space provided below. You may omit any offense committed before your 17th birthday which was finally adjudicated in a Juvenile Court or under a youth offender law).*

Has your privilege to operate a motor vehicle ever been denied, suspended or revoked? _____

(If yes, please give details in the space provided below).

Detailed answers and additional comments

Applicant's Certification and Agreement

Please read carefully

I certify that the information contained in my application and given during the interview process, whether orally or in writing, is true to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, may result in the denial of employment or in termination if I am hired.

Each applicant seeking employment with Kalkaska County must meet the requirements of the sought position which may include the successful completion of oral, written and/or medical examination, drug testing, criminal background check, confidential investigation or submission of any documents that may be deemed necessary by the County. I further understand that, if I am hired, I am required to abide by all rules, policies and procedures of Kalkaska County and that these are subject to modification without notice.

I understand and agree that all information furnished in my application may be verified by Kalkaska County or its authorized representative. I understand by the signing this release I am authorizing Kalkaska County to contact any of my prior employers for whom the yes box was checked on page 2 of this application. I understand this would only happen if I were being seriously considered for a position (if I indicated on the application I did not want my previous employer contacted). I waive any right I may have to notice from any individuals and organizations named or referred to in this application prior to the release of any employment information to Kalkaska County. I hereby authorize all individuals and organizations named or referred to in this application, and any law enforcement organization to give Kalkaska County all information relative to such verification and hereby release such individuals, organization and Kalkaska County from any and all liability for any claim or damage resulting therefrom.

I understand that Kalkaska County is not obligated to provide employment and that I am not obligated to accept employment. Nothing in my application or in any prior oral or written statements is intended to create any contract of employment or to create any right in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

I have read and understand the above.

Signature of Applicant

Date Signed

We thank you for your application for employment with Kalkaska County.