

Village of Beulah

P.O. Box 326
7228 Commercial Street
Beulah, MI 49617
213-882-4451

The Village of Beulah is an Equal Opportunity Provider and Employer

APPLICATION FOR EMPLOYMENT

All applications for employment must be made on this form. Applicants are urged to consider carefully and understand fully each question and to print or type the responses in the proper blanks. Neatness is important. All information submitted is subject to verification. Understand that, if employed, your employment is on an "at will" basis subject to the employer's discretion.

1. Kind of position (job) applying for _____

2. Name _____
(first) (middle) (last)

3. Address _____
(number, street) (city and state) (zip code)

4. Home telephone _____ Business telephone _____

5. Social Security No. _____

6. When will you be available to start work? _____

7. Check the types of work you would accept:

Permanent _____ Full-Time _____ Part-Time _____

8. Schools attended other than high school:

Name _____ Location _____ Majors _____

Credits completed Degree or Certificate received
Sem. Hrs. _____ Qtr. Hrs. _____ None _____ Type _____ Year _____

Name _____ Location _____ Majors _____

Credits completed Degree or Certificate received
Sem. Hrs. _____ Qtr. Hrs. _____ None _____ Type _____ Year _____

Name _____ Location _____ Majors _____

Credits completed Degree or Certificate received
Sem. Hrs. _____ Qtr. Hrs. _____ None _____ Type _____ Year _____

9. Other training you have received (for example: Special courses, training programs, armed forces training). Please estimate the number of training hours.

10. May inquiry be made of your present employer regarding your character, qualifications and record of employment? Yes _____ No _____

11. Experience: Start with your present or last job and work back. Include paid or unpaid, full or part-time, military, summer jobs, etc. Note: We may contact any previous supervisors to verify your description and performance of past duties.

Name and address of present or previous employer:

Hrs./wk. _____ Starting date _____ Ending date _____

Starting wages _____ Ending wages _____

Name, title and phone number of immediate supervisor:

Reason for leaving: _____

Description of duties and responsibilities: _____

Name and address of previous employer:

Hrs./wk. _____ Starting date _____ Ending date _____

Starting wages _____ Ending wages _____

Name, title and phone number of immediate supervisor:

Reason for leaving: _____

Description of duties and responsibilities: _____

Name and address of previous employer:

Hrs./wk. _____ Starting date _____ Ending date _____

Starting wages _____ Ending wages _____

Name, title and phone number of immediate supervisor:

Reason for leaving: _____

Description of duties and responsibilities: _____

12. Special qualifications and skills: List qualifications and skills you possess which are required for the job for which you are applying such as CDL license (list number), typing and/or shorthand proficiency (give speeds), ability to operate specialized machinery or equipment, or other job-related training.

13. Are you a United States Citizen? Yes _____ No _____

If you answer "Yes" to any of the following questions, explain on line 18.

14. Have you ever been convicted of a crime in civilian or military court? You may exclude minor traffic violations. A criminal record will not necessarily disqualify you from employment. Your case will be considered in relation to the requirements of the particular job. Yes _____ No _____

15. Have you ever been discharged from the military under other than honorable circumstances? Yes _____ No _____

16. Are you working for or have you ever worked for this municipality? Yes _____ No _____

17. Do you or your spouse have any relatives working for or holding office in this Village? Yes _____ No _____

18. Explanation of "Yes" answers: _____

19. Remarks or additional information: _____

Certification: I certify that all of the statements made in this application form are true, complete, and correct to the best of my knowledge.

I understand that any falsifications of this Employment Application are grounds for immediate dismissal.

Date _____ Signature of applicant _____