VILLAGE OF ALMONT EMPLOYMENT APPLICATION

817 N. MAIN
ALMONT, MI 48003
PH. 810-798-8528
Fax 810-798-3397

The Village of Almont proudly considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, handicap status, or any other legally protected status.

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-Mail Address		
Date Available	Social Security No.	Desired Pay	
Position Applied For			
Are you a citizen of the United States?	If no, are you authorized to work in the U.S.?		
Have you every worked for the village?	If so, when?		
Have you every filed an application with the village?	If so, when, and for what position?		

Have you ever been convicted of a misdemeanor or felony?

Do you currently have any misdemeanor or felony charges pending against you?
If you answered yes to either of the above questions, please provide dates, places, charges, and disposition of **all** convictions.

EDUCATION

High School		Address	
From	To	Did you graduate?	Degree
College		Address	
From	To	Did you graduate?	Degree
Other		Address	
From	To	Did you graduate?	Degree

REFERENCES (Please list 3 professional references)

Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone

PREVIOUS EMPLOYMENT

Company		Phone ( )
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference?		
Company		Phone ( )
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference?		
Company		Phone ( )
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference?		

MILITARY SERVICE

Branch	From To
Rank at Discharge	Type of Discharge
Describe any job related training received.	

SPECIALIZED SKILLS

Please list computer programs and software used. Please list heavy/light equipment, motor vehicles and other equipment operated
Do you have a valid CDL (Commercial Driver's License)?

APPLICANT STATEMENT

1) I certify that answers given herein are true and complete to the best of my knowledge. I understand that failure to complete this application accurately and in its entirety will be cause for the Village of Almont to disqualify my application.

2) I authorize the Village to perform all checks of my credentials as allowed by law including but not limited to criminal background investigations, driver's license record, drug and alcohol tests, and discussions with supervisors, co-workers, friends, business associates or other individuals that the Village, in its sole discretion, believes may have relevant information regarding my suitability for employment. I agree not to assert any claims or causes of action of any kind against the Village, its agents, its employees or any individual contacted by the Village, arising out of the Village's investigation. I also waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the Village or any former or current employer that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity. I further release and forever discharge the Village, its agents, its employees and the individuals and companies contacted by the Village as part of its investigation, from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever arising from the Village's investigation of my credentials. **I acknowledge that the Village has made no representations of any kind as to whether employment will be offered at the conclusion of its investigation.**

3) This application for employment shall be considered active until the position is filled but in no event will exceed 180 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. A resume may be attached but is not considered a substitute for the completion of this application or any portion herein.

4) I hereby understand and acknowledge that, unless specifically and clearly defined by applicable law, contract, collective bargaining agreement or Village policy, any employment relationship with this organization is of an **"at will"** nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization and the Village Manager.

5) In the event of employment, I understand that false or misleading information given in my application or at any point in the selection process will result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

6) I agree and understand that a medical examination, which may include psychological, drug and alcohol tests, may be a component of the selection process.

7) I understand, acknowledge and hereby consent to each of the above statements and conditions.

Signature _____

Date _____

FOR VILLAGE OF ALMONT USE ONLY

Position Applied for: _____

Position is Currently Open _____

Date Received _____