



# Application for Employment

Submit to: Human Resources  
 5123 Old Plank Road • Onondaga, MI 49264  
 jobs@highfields.org

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Full Name \_\_\_\_\_ Date of application \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile/ Other # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Referral Source (How did you hear about us?) \_\_\_\_\_

Have you ever been employed here before? If **yes**, give dates and positions \_\_\_\_\_  Yes  No

Are you legally eligible for employment in this country? .....  Yes  No

Date available for work \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Type of employment desired:  Full-time  Part-time  Temporary  Voluntary

Driving may be required in the position for which you are applying. Do you have a valid license? .....  Yes  No

*Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

Have you ever pled "guilty" or "no contest" to, or been convicted of a misdemeanor and/or felony? .....  Yes  No

If **yes**, please provide date(s) and details \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information:

School (include City & State)	Years Completed	Completed	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	

## Employment History

Starting with your most recent employer, provide the following information:

Employer	Telephone #	Dates employed:
Street Address	City	State
Starting job title/Final job title	<b>Compensation (starting)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____	
Immediate supervisor and title	May we contact?	<b>Compensation (Final)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Why did you leave?		
Summarize the type of work performed and job responsibilities:	Commission/Bonus/Other Compensation \$ _____	
What did you like most about your position?		
What were the things you liked least about the position?		

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Street Address	City	State
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What did you like most about your position?		
What were the things you liked least about the position?		

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: \_\_\_\_\_

### Computer Skills (Check the appropriate boxes. Include software titles and years of experience.)

- |   |  |
|---|--|
| <input type="checkbox"/> Word Processing _____ Years: _____ | <input type="checkbox"/> E-Mail _____ Years: _____   |
| <input type="checkbox"/> Spreadsheet _____ Years: _____     | <input type="checkbox"/> Internet _____ Years: _____ |
| <input type="checkbox"/> Presentation _____ Years: _____    | <input type="checkbox"/> Other _____ Years: _____    |

## References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

### **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

## Affirmative Action Voluntary Information

Completion of information below is voluntary.

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is *not* part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

### Applicant Information Please Print

Full Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_\_

**Gender**       Male                       Female                       Prefer not to answer

### Race/Ethnic Identification (Please check one of the following Equal Employment Opportunity Identification Groups)

- Hispanic / Latino (white race only)     Hispanic / Latino (all other races)  
 American Indian / Alaskan Native     Native Hawaiian / Other Pacific Islander  
 White                       Black / African American                       Asian                       Prefer not to answer

### Referral Source

- Walk-in                                       Government Employment Agency                       Private Employment Agency  
 Employee                                       Relative     School  
 Advertisement – Source \_\_\_\_\_                                       Other \_\_\_\_\_

Name of person who referred you (if applicable) \_\_\_\_\_

### For Administrative Use Only

Position(s) applied for:                       Available                                       Not Available     Other

Other positions considered for \_\_\_\_\_

Hired:     Yes     No                      Position hired for \_\_\_\_\_

From the EEO job classifications listed below, which one best describes the position filled?

- Officials and Managers                       Sales Workers                                       Operatives (semi-skilled)                       Professionals  
 Office and Clerical Workers                       Laborers (unskilled)                                       Technicians     Craft Workers (skilled)  
 Service Workers

Notes \_\_\_\_\_

Completed by \_\_\_\_\_

Date \_\_\_\_\_