



VILLAGE OF MILLINGTON

Employment Application

Applicant Information

Full Name: _____ Birth Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you interested in Full or Part Time? FULL? PART?

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

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? YES NO

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? YES NO

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? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

General

Do you have any relatives working or holding public office for the Village of Millington? Yes No

If yes, please list name(s): _____

Have you previously applied for employment with the Village of Millington? Yes No

If yes, when? _____

Disclaimer and Signature

*I understand that consideration for employment is contingent upon the results of a reference and background check. I therefore authorize the Village of Millington to investigate all statements made on my application for employment and to obtain additional information related to my background. I further authorize the Village of Millington to contact my current and former employers, listed references, and any individuals and organizations, including credit bureaus and law enforcement agencies, who can verify information provided on this application. I give my consent to any current or former employers, references, and individuals and organizations to respond to questions pertaining to information on this application and I release from liability such current or former employers, references, and individuals and organizations contacted by and providing information to the Village of Millington. **Please initial here** _____*

*I understand that the Village of Millington has a commitment to maintaining an alcohol/drug-free workplace and that, as permitted by law; the Village of Millington may conduct a company-paid drug and alcohol screening test as a part of its selection and hiring process. I consent to such testing and I understand that I will be disqualified from consideration for employment and any offer of employment will be withdrawn if I receive a confirmed, positive test result. I further understand and agree that if I am employed, I may be required to submit to alcohol/drug testing under certain circumstances during my employment. I have read, understand, and agree to the statement above. **Please initial here** _____*

*I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment. I understand that if I am hired, my employment will be at will and for no definite period. I further understand that I have the right to terminate my employment at any time for any reason or for no reason with or without notice, and that the Village of Millington has the same right. **Please initial here** _____*

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Village of Millington

Authorization for Criminal Record Background and Public Record Check for Employment and Volunteer Purposes

Name (Last)	(First)	(Middle)	Social Security # - -
Street Address		Date of Birth	Driver's License Number
City		State	Zip
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	

I, _____, hereby authorize the Village of Millington, its agents, officers, and employees, to use the above information I provided, and I agree to submit to fingerprint identification before the Millington Police Dept, if necessary, for the purposes of obtaining a criminal history record maintained by the Michigan State Police that reflects my "conviction information" as defined and provided by "Michigan Uniform Conviction Act" (20 ILCS 2635/3), and for the purposes of obtaining any other public records information about me maintained by any other governmental agency, including, but not limited to, driver's license records, and records administered by the Department of Children and Family Services. I further authorize and give my consent to the Village of Millington, its agents, officers, and employees, to obtain and review any such information, obtained through my fingerprints and the above information I provided, for purposes of reviewing my employment application or suitability for Village sponsored volunteer opportunities.

I further understand that I will receive a copy of my conviction information, and a copy of any other public records information listed above, and that within seven (7) working days of receipt of such copy, I have the obligation and responsibility to notify the Village of Millington as to whether such information is inaccurate or incomplete. I also agree that the Village of Millington shall not be liable for damages for any action taken in reliance upon the accuracy and completeness of such information received, and I hereby release the Village of Millington, its agents, officers, and employees from any and all claims for damages for libel, slander, invasion of privacy, or any other claim based upon the use of the information obtained pursuant to this authorization.

I certify that the information I have provided on this form is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment, or removal from the volunteer opportunity.

Signature of Applicant

Date