



Initial Review: Yes  No

Date \_\_\_\_\_ Review \_\_\_\_\_

# VILLAGE OF GOODRICH

## APPLICATION FOR EMPLOYMENT

*We appreciate your interest in working at the Village of Goodrich. We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability, handicap, veteran status, or any other protected class. This application was designed for use by persons applying for various types of positions. Please answer ALL questions that apply. PLEASE PRINT.*

Date \_\_\_\_\_ Position Applied For: \_\_\_\_\_

Name \_\_\_\_\_ E-mail address \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Apartment Number

City State Zip

Length of time at this address: \_\_\_\_\_ Previous address if less than one (1) year at above address: \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ Cell Phone Number (\_\_\_\_) \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No (If offered employment, you will be required to provide documentation to verify eligibility)

Are you 18 years old  Yes  No. If offered employment & you are under 18; can you furnish a work permit?  Yes  No

Have you worked for the Village of Goodrich before?  Yes  No  
If yes, give dates & position(s) held \_\_\_\_\_

Have you ever pled guilty or "no contest" to, or been convicted of a serious misdemeanor or felony?  Yes  No (Answering "yes" to this question does not constitute an automatic bar to employment, other factors will be taken into account.)

If yes, please give date(s) and details: \_\_\_\_\_

Can you perform the essential functions of the job, with or without accommodation, for which you are applying?  Yes  No

Please list each type of experience, skills, qualifications, and/or specialized equipment you are skilled in operating that you feel would especially qualify you for the position in which you are applying. (Applicants are invited to submit resumes or other pertinent information in written form) \_\_\_\_\_

### **DRIVER'S LICENSE INFORMATION**

Do you currently hold a valid driver license?  Yes  No If no, please explain: \_\_\_\_\_

State of License: \_\_\_\_\_ Driver License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



## VILLAGE OF GOODRICH

### AVAILABILITY

On what date would you be available to start work? \_\_\_\_\_

Are you available for work:     Full-Time             Part-Time             Shift Work             Temporary

How many hours can you work weekly? \_\_\_\_\_    Are you available to work nights?  Yes  No

Are you able to work weekends?  Yes  No            Do you have access to transportation?  Yes  No

### EDUCATION AND TRAINING

Type of School	Name of School	Address of School	Did You Graduate	Type of Degree	Number of Years Attended
High School					
College					
Graduate School					
Technical/ Trade School					
Other					

Please list awards, scholarships, honors received (includes publications, inventions, technical awards, etc.) \_\_\_\_\_

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Please list professional certifications, licenses, or designations, and dates received \_\_\_\_\_

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# VILLAGE OF GOODRICH

## EMPLOYMENT HISTORY

**This portion of the application must be completed even if a resume is submitted.** Starting with the most recent employer, list full-time and part-time jobs, summer or volunteer work during the last 10 years. **Include periods of military service**, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheets if necessary.

<b>1</b>	Present or Past Employer	Telephone # (     )
	Address	Employed (Month and Year) From: _____ to _____
	Supervisor's Name and Title	Wages Start: _____ Last: _____
	State Job Title and Describe Your Work Below	Reason for Leaving
<b>May we Contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>2</b>	Previous Employer	Telephone # (     )
	Address	Employed (Month and Year) From: _____ to _____
	Supervisor's Name and Title	Wages Start: _____ Last: _____
	State Job Title and Describe Your Work Below	Reason for Leaving
<b>May we Contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		



## VILLAGE OF GOODRICH

### EMPLOYMENT HISTORY, CONTINUED

**This portion of the application must be completed even if a resume is submitted.** Starting with the most recent employer, list full-time and part-time jobs, summer or volunteer work during the last 10 years. **Include periods of military service**, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheets if necessary.

<b>3</b>	Previous Employer	Telephone # (     )
	Address	Employed (Month and Year) From: _____ to _____
	Supervisor's Name and Title	Wages Start: _____ Last: _____
	State Job Title and Describe Your Work Below	Reason for Leaving
<b>May we Contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

### REFERENCES

Please list at least three (3) references, not related to you, whom you have known for at least one (1) year, who have knowledge of your work experience or ability.

Name	Company	Address (Street, City, State)	Phone Number	Relationship



## VILLAGE OF GOODRICH

### **Applicants Certification and Agreement** *(Please read the following carefully and sign below)*

*I hereby declare that the information provided by me in this Application for Employment (and in any accompanying resume) is true, correct, and complete to the best of my knowledge. I authorize the Village of Goodrich (and/or its designee/agents) to investigate my past and present employment, education, and activities and verify all data provided to me on this application, on related papers and in interviews. I authorize and give my consent for the Village of Goodrich (and/or its designee/agents) to conduct reference and background checks for employment purposes. I authorize all individuals, schools, and/or firms named herein to provide any information requested about me. I release from all liability any persons, company, corporations, or educational institutions supplying such information. I release the Village of Goodrich (or its designee/agents) from any and all liability resulting from the verification of such information. I also hereby waive any right under the Bullard-Plawewski Right to Know Act, 1978 PA 397, to receive written notice from the Employer or any former or current employer, that disciplinary I understand that any false statement or material omission on this application, or on any supporting documents, may be grounds for non-hire or discharge, regardless of when discovered by the Village of Goodrich.*

*I understand that my application does not guarantee any type of employment, however, should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules, and regulations of employment of the Village of Goodrich. I understand that, if I am hired, my employment can be terminated, with or without cause and with or without notice at any time, at the option of the Village of Goodrich or me. I also understand that no representative of the Village of Goodrich has the authority to enter into any oral agreement for employment for a specified period of time or to make an oral agreement contrary to the foregoing.*

*If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.*

*I understand that if I am offered employment at the Village of Goodrich, I will be required to provide evidence of my identity and authorization to work in the United States. I understand that the Village of Goodrich may require a physical examination, reference checks, background checks, and/or drug and alcohol screening as condition of employment. My signature below constitutes my understanding of the above.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_