



7439 Sheridan Rd.

Employment Application

Position applying for: _____ Date: _____

EMPLOYEE INFORMATION

Name: _____
Last First Middle

Address: _____

Telephone: _____ Email: _____

Alternate telephone: _____

Are you able to perform the essential functions of the position with or without accomodation?

Yes No

If necessary for the job are you older than:

(check one)

14 15 16

18 19 21

Are you legally eligible for employment in the U.S.?

Yes No

Are you seeking a permanent position:

Yes No

I will be able to report to work _____
days aftr being notified I am hired

If necessary for the job, I am able to:

Work overtime? Yes No

Provide a valid MI Driver's License? Yes No

If so fill out the following: Issuing State:

Type: _____

Endorsement(s):

Hazardous Material Passengers

Tankers Tank with Hazardous Materials

School Bus Double/Triple Trailers

Work the following shifts: (check all that apply)

Any Day Night

Swing Rotating

Split Graveyard

Other: _____



EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all of your experience or employers related to his job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address: _____ _____	Position title/duties, skills: _____ _____	Start date:	End date:
Pay: \$ _____ Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving:	

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Summarize other employment related to this job:

EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate or Degree
High School				
College / University				
Business / Technical				
Additional				

MILITARY

Are you a veteran? Yes No

Duty / specialized training? _____



SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities, or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses certifications or registrations:

Additional skills, including supervision skills other languages, or information regarding the career / occupation you wish to bring to the employer's attention:

REFERENCES

List two personal references who are not relatives or former supervisors

Name	Address	Telephone	Occupation	Years Known

CONTACT

In case of accident or illness please contact: Name: _____ Daytime phone: _____
 Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application your personal and employment references may be checked. If you have misrepresented or omitted any fact on this application and are subsequently hired you may be discharged from your job. You may make a written request for information derived from the checking of your references.
 If necessary for employment you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and / or a drug test, or to sign a conflict of interest agreement and abide by its terms.
 I understand and agree to the information shown above.

Signature of Applicant _____ 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 for national origin, race, and sex for planning and reporting purposes only. This information is **optional** and failure to provide it will have no effect on your application for employment.