

CITY OF MACKINAC ISLAND

MACKINAC ISLAND, MI 49757

APPLICATION FOR EMPLOYMENT

Instructions – Please Read Carefully

- 1. Please type or legibly print all information as requested on this application. If certain information does not apply to you, please enter N/A.
- 2. Applications not signed will not be considered.
- 3. All statements made by applicants for employment on this application will be checked for accuracy.
- 4. The City of Mackinac Island offers equal employment opportunities to all qualified persons without regard to race, color, religion, age, marital or veteran’s status, sex, national origin, disability or any other protected status.

Position(s) you are applying for: _____

Type of Employment: _____ Full Time _____ Part Time _____ Seasonal

How soon could you report for work? _____

PART 1 – PERSONAL INFORMATION

Name: _____
(Last Name) (First Name) (Middle Name)

Present Address: _____
(Street or PO Box Number) (City) (State) (Zip Code)

Home Telephone Number: (_____) Other Contact Number: (_____) _____

When is the best time to call you? _____ Date of Birth _____

Are you legally eligible for employment in the United States? _____

Are you willing to work shift hours, overtime hours, weekends and holidays? _____

Have you ever been employed by the City of Mackinac Island? _____ Yes _____ No If so, when and in what position? _____

Have you ever been bonded? _____ Yes _____ No

Have you ever been refused a bond? _____ Yes _____ No

Have you been arrested and convicted of a felony crime within the past eight (8) years? _____ Yes _____ No
If yes, please describe below: date, place and type of offense and court sentence.

Have you ever held a position of trust (handling money or confidential material)? _____ Yes _____ No

(Please continue to the next page)

PART 2 – EDUCATION

| Education Level | School Name School Address | Circle Grade Year Comp. | Date Graduated | Course of Study Degree |
|----------------------|-------------------------------|----------------------------|----------------|---------------------------|
| Elementary School | | 5 6 7 8 | | |
| High School | | 9 10 11 12 | | |
| College Studies | | 13 14 15 16 | | |
| Graduate School | | 17 18 19 20 | | |

PART 3 – WORK AND PREVIOUS EMPLOYMENT HISTORY

Start with your most recent or present employer and complete in full.

| | | | |
|--|-----------------------|-------------------------|-----------------|
| 1. Name and Address of Employer | | Telephone Number | |
| Supervisor's Name | Position Title | Date Hired | Pay Rate |
| Reason for Leaving | | Date Left | |
| 2. Name and Address of Employer | | Telephone Number | |
| Supervisor's Name | Position Title | Date Hired | Pay Rate |
| Reason for Leaving | | Date Left | |
| 3. Name and Address of Employer | | Telephone Number | |
| Supervisor's Name | Position Title | Date Hired | Pay Rate |
| Reason for Leaving | | Date Left | |

Please provide any additional information such as special skills, prior job-related experience, equipment operation or qualifications you feel will be helpful to us in considering your application:

PART 4 – REFERENCES

(DO NOT LIST RELATIVES OR PRESENT/FORMER EMPLOYERS OR SUPERVISORS)

| NAME | ADDRESS | TELEPHONE |
|------|---------|-----------|
| | | |
| | | |
| | | |

PART 5 – JOB APPLICANT’S AGREEMENT AND CERTIFICATION

“I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge from employment. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.”

“I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of Mackinac Island and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Mackinac Island unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the City of Mackinac Island retains the same right.”

“I understand that prior to being offered employment with the City of Mackinac Island, I may be requested to take an employment examination. In the event I have a disability which will affect my ability to take the test, I will so inform the City of Mackinac Island prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions and accessible testing formats. The City of Mackinac Island reserves the right to require medical documentation concerning the need for the accommodation.”

“I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time.”

“I understand that this application will be kept on active file for 180 (one hundred eighty) days from the date received, after which time I would have to reapply with established employer procedures.”

Signature of Applicant

Date