

# ANTRIM COUNTY EMPLOYMENT APPLICATION

*(Please type or print all answers in ink)*

Position applying for: \_\_\_\_\_ Date available: \_\_\_\_\_  
 Would you work full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_ Specify days & hours: \_\_\_\_\_  
 Have you ever been an applicant of Antrim County? \_\_\_\_\_ Date: \_\_\_\_\_ Disposition: \_\_\_\_\_  
 Have you ever been an employee of Antrim County? \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
 Please indicate minimum wage or salary you would accept: \_\_\_\_\_  
 Please indicate source from which you learned of this position: \_\_\_\_\_  
 Please list any relatives working for Antrim County \_\_\_\_\_

**PERSONAL DATA:**

Name *(Last, First, Middle)*: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Preferred Phone for Contact: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
 U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ Michigan Resident? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Antrim County Resident? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_  
 In case of emergency, notify: \_\_\_\_\_

**PERSONAL REFERENCES:** *(List three (3) persons who are not related to you by blood or marriage who can comment on your education/work.*

Full Name	Complete Address	Occupation	Telephone
			Home: Office:
			Home: Office:
			Home: Office:

**MILITARY SERVICE:**

Have you ever served in the U.S. Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Branch of Service: \_\_\_\_\_ Rank upon separation or discharge: \_\_\_\_\_  
 Active duty: from \_\_\_\_\_ to \_\_\_\_\_ Type of separation or discharge \_\_\_\_\_  
*(If other than honorable, explain in space provided on page 3)*

While we cannot guarantee confidentiality, would you prefer we keep your application confidential? \_\_\_\_\_ Yes \_\_\_\_\_ No

**EMPLOYMENT HISTORY:**

Name & address of company and type of business	From: Mo.    Yr.	To: Mo.    Yr.	Starting Salary _____	Ending Salary _____	May we Contact? Yes    No
Describe nature and duties of your position:					
Telephone: _____					
Supervisor: _____					
Reason for leaving:					
Name & address of company and type of business	From: Mo.    Yr.	To: Mo.    Yr.	Starting Salary _____	Ending Salary _____	May we Contact? Yes    No
Describe nature and duties of your position:					
Telephone: _____					
Supervisor: _____					
Reason for leaving:					
Name & address of company and type of business	From: Mo.    Yr.	To: Mo.    Yr.	Starting Salary _____	Ending Salary _____	May we Contact? Yes    No
Describe nature and duties of your position:					
Telephone: _____					
Supervisor: _____					
Reason for leaving:					

**EDUCATION AND TRAINING:**

Circle the highest grade completed: 7 (or less) 8 9 10 11 12				Did you graduate from high school? Yes _____ No _____ Year _____				
Type of School	School name City and State	Type of Degree	Major Field	Grade Average	Dates Attended From                      To Mo.    Yr.                Mo.    Yr.			
Last High School Attended								
Colleges Attended								
Other Training								

**SPECIAL QUALIFICATIONS:**

*(Include active technical/professional licenses and numbers, academic or professional awards):*

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**Clerical/Machine Skills:**

Typing: \_\_\_\_\_ wpm      Shorthand \_\_\_\_\_ wpm      Other: \_\_\_\_\_

Software: \_\_\_\_\_

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**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**Dismissals and/or forced resignations:**

Have you ever been dismissed from any position? \_\_\_\_\_

Have you ever been forced to resign from any position? \_\_\_\_\_

*(If "yes" to either or both of these questions, give complete details in space provided below)*

**Criminal, Traffic and/or Civil Court Record:**

Have you ever been convicted of, or pled guilty or no contest to, an offense against the law, or are there any felony charges pending against you? \_\_\_\_\_ *(If "yes" explain in the space provided below. You may omit any offense committed before your 17<sup>th</sup> birthday which was finally adjudicated in a Juvenile Court or under a youth offender law).*

Has your privilege to operate a motor vehicle ever been denied, suspended or revoked? \_\_\_\_\_

*(If yes, please give details in the space provided below).*

**Detailed answers and additional comments**

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Applicant's Certification and Agreement  
(Please read carefully)

I certify that the information contained in my application and given during the interview process, whether orally or in writing, is true to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, may result in the denial of employment or in termination if I am hired.

Each applicant seeking employment with Antrim County must meet the requirements of the sought position which may include the successful completion of oral, written and/or medical examination, drug testing, criminal background check, confidential investigation or submission of any documents that may be deemed necessary by the County. I further understand that, if I am hired, I am required to abide by all rules, policies and procedures of Antrim County and that these are subject to modification without notice.

I understand and agree that all information furnished in my application may be verified by Antrim County or its authorized representative. I understand by signing this release I am authorizing Antrim County to contact any of my prior employers for whom the yes box was checked on page 2 of this application. I understand this would only happen if I were being seriously considered for a position (if I indicated on the application I did not want my previous employer contacted). I waive any right I may have to notice from any individuals and organizations named or referred to in this application prior to the release of any employment information to Antrim County. I hereby authorize all individuals and organizations named or referred to in this application, and any law enforcement organization to give Antrim County all information relative to such verification and hereby release such individuals, organizations and Antrim County from any and all liability for any claim or damage resulting therefrom.

I understand that Antrim County is not obligated to provide employment and that I am not obligated to accept employment. Nothing in my application or in any prior oral or written statements is intended to create any contract of employment or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

I have read and understand the above.

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

\_\_\_\_\_  
Date Signed

We thank you for making application for employment with Antrim County.