



# Village of Pentwater

On Pentwater Lake and Lake Michigan  
327 South Hancock Street P.O. Box 622 Pentwater, MI 49449  
(231) 869-8301 - FAX (231) 869-5120  
[Website: www.pentwatervillage.org](http://www.pentwatervillage.org)

## Application for Employment: An Equal Opportunity Employer

<b>Applicant Information</b>			
<b>First Name:</b>	<b>Middle Name:</b>	<b>Last Name:</b>	
<b>Street Address:</b>			
<b>City, State, Zip Code:</b>			
<b>Phone:</b>	<b>Driver's License Number:</b>		
<b>Position Applying For:</b>			
<b>Date Available:</b>			
<b>Are you 18 years or old:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Are you a citizen of the United States?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>If No, what type of visa?</b>			
<b>Have you ever worked for this company?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>If Yes, When:</b>			
<b>In what capacity?</b>			
<b>Education</b>			
<b>Highest Education:</b>	<input type="checkbox"/> Elementary	<input type="checkbox"/> High School	<input type="checkbox"/> Some College
	<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> Master Degree
	<input type="checkbox"/> Other, Explain:		
<b>High School:</b>			
<b>Did you graduate?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>College:</b>			
<b>Did you graduate?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Business/Trade School/Other:</b>			
<b>Did you graduate?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Criminal History**

**Have you ever been convicted of a felony or misdemeanor crime (other than a traffic violation)?**

*Note: Conviction of a crime is not an automatic bar to employment - all circumstances will be considered*

Yes     No    **If yes, explain:**    **Offense:**    **Date:**

**Where did it occur?**

**Military Service**

**Branch of Service:**

**List Major Duties Including Special Training:**

**Service School Attended:**

**Rank at Discharge:**

**Type of Discharge:**

**If other than honorable, explain:**

**Are you presently a member of the Reserves or National Guard?**     Yes     No

**Essential Job-Related Functions**

**Are you capable of performing, with or without reasonable accommodation (special assistance, equipment or other help), the activities involved in the job or occupation for which you have applied?**

Yes     No

**Additional Information ( You may use the space below to give additional information about your qualifications for the type of work for which you are applying)**


**References (Give the names of at least three reliable people, other than relatives or former employees, who are sufficiently familiar with your qualification and character to give information about you)**

**Full Name:**

**Address:**

**Phone number:**

**Full Name:**

**Address:**

**Phone Number:**

**Full Name:**

**Address:**

**Phone Number:**

**Employment Record (Give the information requested for all positions. List your most recent employment first, beginning with you present position if you are employed)**

**Company:**

**Date of Service:**

**Address:**

**Phone Number:**

**Job Title and Duties Performed:**

**Reason For Leaving:**

**May We Contact Your Previous Employer?**  **Yes**  **No**

**Company:**

**Date of Service:**

**Address:**

**Phone Number:**

**Job Title and Duties Performed:**

**Reason For Leaving:**

**May We Contact Your Previous Employer?**  **Yes**  **No**

**Company:**

**Date of Service:**

**Address:**

**Phone Number:**

**Job Title and Duties Performed:**

**Reason For Leaving:**

**May We Contact Your Previous Employer?**  **Yes**  **No**

**Disclaimer and Signature**

**The Village of Pentwater will not discriminate on the basis of Age, Sex, Religion, Race, Color, National Origin, Disability or Genetic Information**

**I understand that any information provided in this application may be subject to release under the Freedom of Information Act.**

**1. I certify that the answers and information given by me in this application are true, correct and complete without qualifications. I understand that the Village of Pentwater has the right to refuse to hire or subject me to discipline, including termination, at any time, if it discovers that the information and/or answers that I have provided in this application for employment, including any resume that I may have submitted, are not true, correct and/or complete.**

**2. I waive written notice from my current employer and from any of of my former employers regarding the disclosure of disciplinary reports, letters, or reprimand, or other notices of disciplinary action contained in my personnel records. This waiver is made pursuant to the Bullard-Plawecki Employee Right-to-Know Act.**

**3. I authorize the references and current and former employers listed in this application to give the Village of Pentwater any and all information concerning my current and previous employment and any pertinent information they may have and release all parties from any liability for any damages that may result from furnishing same to the Village of Pentwater.**

**4. I understand that any offer of employment is conditional pending the results of pre-employment requirements, such as testing, drug screening or background checks. I further understand that the Village of Pentwater may withdraw any conditional offer of employment at any time, for any reason or for no reason at all.**

**I have read, understand and agree to the terms of each of the above four (4) individual statements, as indicated above.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_