

41B District Court
22380 Starks Drive
Clinton Twp, MI 48036

Application for Employment

The 41B District Court is an Equal Opportunity Employer which makes employment decisions without regard to race, color, sex, religion, national origin age, handicap or disability.

The 41B District Court also reasonably accommodates individuals with handicaps, disabilities and bona fide religious beliefs.

(PLEASE PRINT) All sections must be completed, or application will not be processed.

Date: _____

Position applying for: _____

Would you consider part time employment? _____

Last Name: _____

First Name: _____

Social Sec. No.: _____

Phone: _____ Alternate phone: _____

Name phone listed under: _____

Present Address Street _____

City, State, Zip _____

How long at present address? _____

Previous Address Street _____

City, state, Zip _____

How long at previous address? _____

Do you have a Michigan Driver's License with a good driving record? _____

Driver's License Number _____ Exp Date: _____

Do you have a car available for use in business? _____

Do you have any relatives working for Mt Clemens, Harrison Township or Clinton Township? _____

Who referred you to us? _____

What special skills and qualifications do you have?

Have you ever been dismissed or asked to resign from any employment? _____

If yes, give related circumstances, date and employer's name

Have you ever been refused employment? _____

If yes, state by whom and for what reasons

Have you ever filed an application with the City of Mt Clemens, Harrison Township or Clinton Township before? _____

If so, when? _____

For what position? _____

Are you authorized to work in the U.S.A.? _____

All offers of employment are contingent upon verification of employment eligibility under the provisions of the Immigration Reform and Control Act of 1986.

Record of Previous Employment

Present Employer: _____ Kind of business _____
Address: _____
Phone: _____
Starting Date: _____ Starting Title: _____
Starting earnings: _____ Starting duties: _____
Present Date: _____ Present Title: _____
Present earnings: _____
Present duties: _____
Last immediate supervisor's name and title: _____
What did you like BEST about this job? _____
What did you like LEAST about this job? _____
Reason for leaving: _____
May we contact your present employer now without jeopardizing your position? _____

Previous Employer: _____ Kind of business: _____
Address: _____
Phone: _____
Starting Date: _____ Starting Title: _____
Starting earnings: _____
Starting duties: _____
Leaving date: _____ Leaving Title: _____
Leaving earnings: _____
Leaving duties: _____

Last immediate supervisor's name and title: _____
What did you like BEST about this job? _____
What did you like LEAST about this job? _____
Reason for leaving: _____

Previous Employer: _____ Kind of business: _____
Address: _____
Phone: _____
Starting Date: _____ Starting Title: _____
Starting earnings: _____
Starting duties: _____

Leaving date: _____ Leaving _____
Leaving earnings: _____
Leaving duties: _____
Last immediate supervisor's name and title: _____
What did you like BEST about this job? _____
What did you like least about this job? _____
Reason for leaving: _____

IF MORE THAN THREE PREVIOUS EMPLOYERS, LIST OTHERS HERE

Military

(COMPLETE ONLY IF YOU SERVED IN THE MILITARY)

Branch of Service: _____ Date of Service: _____
Rank at Discharge: _____
Type of Discharge: _____
Active duty from _____ to _____ Branch: _____
Nature of duties relevant to the job applied for: _____

Educational History

College

Name and Location of School: _____
Course of Study: _____
Number of years completed: _____
Did you graduate? _____

College

Name and Location of School: _____
Number of years completed: _____
Did you graduate? _____

High School

Name and Location of School: _____
Number of years completed: _____
Did you graduate? _____
Degree, diploma or certificate: _____

Have you ever been convicted of a felony?
If yes, please give date, name of court, nature of offense and disposition of case:

(A conviction record will not necessarily be a bar to employment)

APPLICANT'S ACKNOWLEDGEMENT

THE INFORMATION PROVIDED IN THIS APPLICATION FOR EMPLOYMENT IS TRUE, CORRECT, AND COMPLETE. IF EMPLOYED, ANY MISTATEMENT OR OMISSION OF FACT ON THIS APPLICATION MAY RESULT IN MY DIMISSAL.

References

(NOT EMPLOYERS OR RELATIVES - AT LEAST THREE)

Name: _____ Occupation: _____
Address: _____ Phone: _____

Name: _____ Occupation: _____
Address: _____ Phone: _____

Name: _____ Occupation: _____
Address: _____ Phone: _____

Name: _____ Occupation: _____
Address: _____ Phone: _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: _____ Relationship: _____
Address: _____ Phone: _____

APPLICANT'S ACKNOWLEDGMENT AND RELEASE

I understand that the 41B District Court requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I further understand that pursuant to MCL 423.452, an employer may disclose to an employee or that individual's prospective employer information relating to the individual's job performance that is documented in the individual's personnel file pursuant to MCL 423.452, an employer who discloses the above described information in good faith is immune from civil liability for the disclosure. Therefore, I authorize the 41B District Court to investigate my past employment, educational credentials, and other employment-related activities. I agree to cooperate in such investigations.

I agree that the 41B District Court may use the information it obtains concerning me in the conduct of its business. I understand such use may include disclosure outside the 41B District Court in those cases where its agents and contractors need such information to perform their functions, where its agents and contractors need such information to perform their functions, where the 41B District Court's legal interest and/or obligations are involved, or where there is a medical emergency involving me.

I understand that placement is contingent upon a post-offer medical evaluation that I am able to perform the job; and as a part of any medical evaluation, I will be required to pass a drug/alcohol screen.

I understand that any false answers or statements made by me on this application or any supplement thereto or in connection with the above mentioned investigations will be sufficient grounds for immediate discharge, if I am employed.

Signature _____ Date _____

Any applicant or employee needing accommodation to perform his or her job must notify the 41B District Court in writing within 182 days after the need is known.

I hereby authorize the 41B District Court to conduct an investigation regarding my response to the questions in this Application and my request for employment, including, but not limited to, the use of an investigative consumer reporting agency to report on my credit and personal history.

Signature _____ Date _____

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our City/Township, use the space below to summarize any additional information necessary to describe your full qualifications.

OPTIONAL

Information on this section will not be made available to those making employment decisions. This information is requested for statistical reporting purposes only. The data will be used to meet the federal government's reporting requirements under Executive Order 11246, which applies to federal contractors, Title VII of the Civil Rights Act of 1964 (as amended) and other regulations.

RACE/ETHNIC/GENDER IDENTIFICATION

Gender:

Race:

Position(s) Applied For: _____

Birth Date: Age:

Indicate how you learned of this position(s)

Refusal to fill this out will not effect your application being considered.