

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 TYPE OR 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:
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:

Previous 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:

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? _____
Degree, diploma, or certificate: _____

High School

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

Other

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)

References

(NOT EMPLOYERS OR RELATIVES - AT LEAST THREE)

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 and 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 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

Male

Female

Black (not of Hispanic Origin)

Asian or Pacific Islander

American Indian or Alaskan Native

Hispanic

White (not of Hispanic Origin)

Position(s) Applied For:

Birth Date:

Age:

Indicate how you learned of this position(s)

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