



118 W. Adelaide St. PO Box 200  
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## ***The Village of Maple Rapids***

### **Village of Maple Rapids Employment Application**

**Notice to Applicants:** It is our policy to offer equal opportunity to all based upon individual merit without regard to race, color, religion, national origin, sex, age, marital status, height, weight, or non disqualifying handicap. Under certain circumstances, the Village of Maple Rapids may have a duty to accommodate qualified handicapped individuals. Under Michigan law, if you need an accommodation, you must notify our office in writing within 182 days after you knew or reasonably should have known of the need for an accommodation.

In order to provide a pleasant, safe and productive workplace, we do not condone harassment relating to a person's race, color, religion, sex, national origin, height, weight, age or non disqualifying handicap. We prohibit the use, distribution, sale, or possession of alcoholic beverages, drugs and controlled substances (except for the use of legitimately prescribed medication pursuant to a physician's order) while at work or on our premises. We prohibit reporting to work under the influence of alcoholic beverages, drugs or controlled substances.

Please complete the entire application. Incomplete and/or unsigned applications will not be processed.

Today's Date \_\_\_\_\_ Position Desired \_\_\_\_\_ Date Available \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone #: \_\_\_\_\_ Drivers License Number \_\_\_\_\_

Are you 18 years or older? (Yes) (No)

#### **Village of Maple Rapids requires Medical Release Form from your Physician**

Are you authorized to work in the U.S.? (Yes) (No)

At hire, you must provide information for compliance with the Immigration Reform & Control Act.

Are there any hours, shifts, or days that you cannot or will not work? (Yes) (No)

If Yes,

Explain: \_\_\_\_\_

Are you willing to work overtime as required? (Yes) (No)

Type of employment desired: (Full Time) (Part Time) (Temporary) Other: \_\_\_\_\_

Have you ever been convicted of a Crime? (Yes) (No)

If Yes – please explain \_\_\_\_\_  
\_\_\_\_\_

Are any felony charges pending against you? (Yes) (No)

If Yes – please explain \_\_\_\_\_  
\_\_\_\_\_

You will not be denied employment solely because of a Conviction record unless the offense is related to the job for which you have applied or there is a legitimate safety concern due to the nature of the employers business.

Have you ever been suspended or discharged from employment? (Yes) (No)

If Yes, Explain: \_\_\_\_\_

School: Name/City Graduate Degree/Diploma

High School: \_\_\_\_\_

College: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Other Training: \_\_\_\_\_

Please indicate if you have any other licenses, skills or experience relevant to the job you are applying for:

List all work/volunteer experience (list present position first).

Please do not use statement...see resume

1) Employer Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

Employment Dates (Month & Year): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Rate of Pay: (Starting) \_\_\_\_\_ (Ending) \_\_\_\_\_

Certification: I certify that all of the information furnished on this Application is true, complete and correct. I understand and agree that any falsification, misrepresentation, misleading statement or omission of fact on either the Application or during the pre-hire process will be sufficient reason for my not being offered employment with the Village of Maple Rapids or dismissal at any time from the Village of Maple Rapids.

I authorize all third parties to provide the Village with any information regarding my former employment and personal background, and I release all parties from any liability which may result from furnishing such information. In this regard, I agree to permit the Village of Maple Rapids to conduct any background investigative procedures, including credit, references, educational, criminal checks, and driving record it deems appropriate. I also understand and agree that my employment may be subject to my passing a drug test.

I also understand and agree that my employment and compensation is for no definite period of time and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time by me or a Village representative has either the power or the authority of make any representations or agreements contrary to and of the foregoing, unless that agreement is in writing and signed by the Village President of the Village of Maple Rapids.

Signature: \_\_\_\_\_ Date\_\_\_\_\_