

EMPLOYMENT HISTORY

Start with present or most recent job and list all previous employers. If you need more space, continue on a separate sheet.

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time Part Time _____			
Work Performed				

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time Part Time _____			
Work Performed				

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time Part Time _____			
Work Performed				

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time Part Time _____			
Work Performed				

Instructions: Answer all questions in this section. Questions in this section may be job related or required by state or federal laws. Your answers will not be considered unless the information is related to the job for which you are applying.

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?..... Yes No
(Proof of citizenship or immigration status may be requested upon employment)

Are you a resident of the Village of Homer? Yes No

Are you able to perform the essential functions of the job for which you are applying?..... Yes No
(We will provide reasonable accommodation to qualified individuals with a disability upon request as required by law.)

Are you currently working? Yes No

Are you on lay-off?..... Yes No
If yes, from where? _____

If you are on lay-off, are you subject to recall?..... Yes No
If yes, from where? _____

Have you ever been fired or asked to resign? Yes No
If yes, give date(s), where you worked and explanation: _____

Do you have any pending felony charges against you? Yes No
If yes, completely describe including location(s) and date(s): _____

Have you ever been convicted of a crime(s) other than a minor traffic violation? Yes No
(A yes answer does not automatically disqualify you.)
If yes, completely describe including location(s) and date(s): _____

Has your driver's license ever been suspended or revoked?..... Yes No
If yes, completely describe including location(s) and date(s): _____

Is any additional information, like a prior name you may have had, necessary to check your work record? Yes No
If yes, please explain: _____

Have you ever applied for a job with the Village of Homer? Yes No
If yes:

Position	Department	Dates
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Are you on any current eligibility lists for positions with the Village of Homer? Yes No
If yes:

Position	Department	Dates
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Have you ever been employed by the Village of Homer?..... Yes No
If yes:

Position	Department	Dates
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Equal Employment Opportunity Information Form

The Village of Homer is an EQUAL OPPORTUNITY EMPLOYER. To help us comply with government record keeping requirements we would appreciate your completing the following form. Any information given will not be used to decide if you will be hired. This information will be kept confidential, and only be used in accordance with applicable state and federal laws and regulations. You ARE NOT required to provide this information.

Check the space that applies to you:

Sex:

- Male (M)
- Female (F)

Race:

- White (0)
- Black (1)
- Asian/Pacific Islander (2)
- American Indian/Alaskan National (3)
- Hispanic (4)
- Multiracial (5): Parents of different races

Are you a Vietnam Era Veteran?

- Yes
- No

Explain: _____

I elect not to complete this section of the form

How did you find out about this job? Please mark the appropriate source below:

- Job Announcement/Posting
- Job Hotline
- Internet - Site? _____
- Newspaper ad - Which newspaper? _____

Group or organization - Which one? _____

- Village Employee
- Cable Ad
- Michigan Employment Security Agency
- Received a mailing
- Just walked in

Other - Explain: _____

Position Applied for: _____

Date: _____

Name _____
Last First Middle

Address _____
Street

City State Zip Code County

Social Security Number: _____

Home Phone Number: () _____ Work Phone Number: () _____

Highest Grade Completed (please circle): 6 7 8 9 10 11 12 13 14 15 16 17 18

**AUTHORITY TO RELEASE PERSONAL INFORMATION
FOR SPECIFIED POSITIONS**

This Authorization Form is presented to all applicants for employment with the Village of Homer. While completion of this form is voluntary, the Village reserves the right to disqualify and/or refuse to process the application of anyone who refuses to sign and/or duly provide the requested Authority. You are asked to carefully read each paragraph below. In addition to your complete signature at the bottom of the form, you are instructed to initial each paragraph below to indicate that you have read, understood, and agreed to the contents of each and every authorization, release, waiver, designation, and request.

I hereby authorize the Village of Homer, Michigan, to conduct investigation into my background including criminal history (conviction and/or pending felony charge), driving record, previous employment (present employer will not be contacted without applicant's prior approval), educational background, military history, personal history, and to conduct any other investigation that it deems appropriate.

I request any custodian of the aforementioned information including duly constituted law enforcement agencies or judicial officers or other appropriate persons to furnish the Village of Homer with all information it may have pertaining to me.

I hereby authorize the release of any and all such records of any confidential information to any member of the Homer Police Department and/or the Village of Homer, to be used in conjunction with my application for employment. I hereby release you and your employees and/or agents from any liability or claim for any damage whatsoever incurred by me as a result of furnishing this information. Further, I hereby waive statutory written notice for the release of disciplinary reports, letters of reprimand, or other disciplinary action; and any rights afforded me pursuant to M.C.L. 423.501, the Employee Right to Know Act.

Further, in consideration of the Village of Homer considering my application for employment I hereby release, relieve and indemnify the Village of Homer, Michigan, the Homer Police Department from and against any and all liability and/or damages of whatsoever kind or nature arising from the use of said of any information and/or records pertaining to me which is obtained during such investigation

This authorization shall continue until revoked by me in writing. A photocopy or reproduction or facsimile transmission of this authorization shall be for all intents and purposes as valid as the original.

I acknowledge that I have read the foregoing and read and understand the content and import thereof.

SIGNATURE: _____

FULL NAME (Please Print): _____

ADDRESS: _____
(Number & Street) (City) (State) (Zip code)

DRIVER'S LICENSE NO. _____ EXPIRES: _____ STATE ISSUED: _____

SOCIAL SECURITY NUMBER: _____

WITNESS: _____ SIGNATURE: _____
(Please Print) (Signature of Witness)

WITNESS ADDRESS: _____ DATE: _____

THIS FORM MUST BE NOTARIZED. YOU MAY HAVE IT NOTARIZED WHEREVER CONVENIENT. HOWEVER, THE VILLAGE CLERK WILL ACT AS YOUR WITNESS AND NOTARIZE THIS FORM FREE OF CHARGE IF RETURNED IN PERSON AND SIGNED BEFORE OUR NOTARY.

STATE OF _____ } ss.

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public _____

My Commission expires: _____

FOR OFFICE USE ONLY

POSITION APPLIED FOR: _____

DEPARTMENT: _____

REQUESTED BY: _____

(Name/Department)

_____ Driving _____ Criminal

DATE OF RECORD: _____

Driving Record:

_____ Pass

Standards

_____ Fail

Fails _____ of Driving Record

Comments:

Criminal Record:

Comments:

SIGNATURE: _____
(By Police Department)

SIGNATURE: _____
(By Village Manager)

DATE: _____

DATE: _____