



# City of Plainwell Application for Employment

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

Department and Position applied for: \_\_\_\_\_

The City of Plainwell is an equal opportunity provider and employer and shall consider all qualified candidates for all positions without regard to race, color, sex, religion, national origin, age, familial status, veteran status, disability status or any other protected category.

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone Number: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Driver's License No. \_\_\_\_\_ e-mail address: \_\_\_\_\_

Are you relative by birth or marriage to any City of Plainwell elected official or employee?  Yes  No

If Yes: \_\_\_\_\_  
Name Relationship

Are you 18 years or older?  Yes  No

Are you currently working?  Yes  No

Are you on lay-off?  Yes  No

If yes, are you subject to recall?  Yes  No

Have you ever been terminated from employment?  Yes  No

Have you ever been disciplined for attendance problems?  Yes  No

Have you ever been convicted of a crime?  Yes  No

Are there any felony charges pending against you?  Yes  No

If yes, please state where, when, the nature of the offense(s), and the sentence(s) imposed by the court.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Conviction of a Felony is not an automatic bar to employment (all circumstances will be reviewed and considered)**

Are you capable of performing the activities involved in the job or occupation for which you have applied?  Yes  No

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All employment is decided on the basis of qualifications, merit and business need.

## EDUCATION

	High School	Vocational/Technical	College (Undergraduate)	College (Graduate)
School Name City, State				
Major/Minor				
Number of Years Attended				
From (month/year) To (month/year)				
Diploma or Degree				

Professional Licenses and Registrations: (List States and Expiration Dates)

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Professional Memberships

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(You need not disclose membership in professional organizations that may reveal information race, color, sex, religion, national origin, age, familial status, veteran status, disability status, or any other protected category.)

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Briefly describe additional education, experiences, skills or qualifications you believe would qualify you for the position for which you are applying:

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## EMPLOYMENT HISTORY

Have you ever been employed by the City of Plainwell?     Yes             No

If yes:     Full Time     Part Time     Paid on Call     Temporary

Department \_\_\_\_\_ Dates \_\_\_\_\_

### LIST EMPLOYERS BEGINNING WITH THE MOST RECENT POSITION

Employer	Dates		Work Performed
	From	To	
Address & Telephone			
	Hourly Rate/Salary		
Job Title	Start	Final	
Supervisor			
Reason(s) for leaving _____ _____ _____ _____	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no  If no please explain: _____ _____ _____		

Employer	Dates		Work Performed
	From	To	
Address & Telephone			
	Hourly Rate/Salary		
Job Title	Start	Final	
Supervisor			
Reason(s) for leaving _____ _____ _____ _____	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no  If no please explain: _____ _____ _____		

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**EMPLOYMENT HISTORY (CONTINUED)**

Employer	Dates		Work Performed
	From	To	
Address & Telephone	Hourly Rate/Salary		
	Start	Final	
Job Title			
Supervisor			
Reason(s) for leaving	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no  If no please explain: _____ _____ _____		

Employer	Dates		Work Performed
	From	To	
Address & Telephone	Hourly Rate/Salary		
	Start	Final	
Job Title			
Supervisor			
Reason(s) for leaving	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no  If no please explain: _____ _____ _____		

Employer	Dates		Work Performed
	From	To	
Address & Telephone	Hourly Rate/Salary		
	Start	Final	
Job Title			
Supervisor			
Reason(s) for leaving	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no  If no please explain: _____ _____ _____		

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## REFERENCES

Professional	Personal
<b>Name</b> _____ <b>Address</b> _____ _____ <b>Phone</b> (_____) _____	<b>Name</b> _____ <b>Address</b> _____ _____ <b>Phone</b> (_____) _____
<b>Name</b> _____ <b>Address</b> _____ _____ <b>Phone</b> (_____) _____	<b>Name</b> _____ <b>Address</b> _____ _____ <b>Phone</b> (_____) _____

### APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the City of Plainwell to verify their accuracy and to obtain reference information on my work performance. I hereby release the City of Plainwell from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such formation.

I understand that, if employed, false or incomplete information on this application will result in immediate dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the City of Plainwell. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. Unless provided in writing signed by the City Manager and/or the City Council, I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

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