

N10338 Mill Street
PO Box 304
Ramsay, MI 49959
Clerk: 906-667-0019
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Website: www.bessemertownship.com

BESSEMER TOWNSHIP

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Mailing Address if Different Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you 18 years or older? YES NO Are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

Name & Location of School: _____ Degree/Diploma received: _____
Did you graduate? YES NO

Name & Location of School: _____ Degree/Diploma received: _____
Did you graduate? YES NO

Name & Location of School: _____ Degree/Diploma received: _____
Did you graduate? YES NO

Name & Location of School: _____ Degree/Diploma received: _____
Did you graduate? YES NO

References

Please list three professional references.

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

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

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

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand and acknowledge that, if hired my employment and compensation will be at the will of Bessemer Township and can be terminated, with or without cause, and with or without notice, at any time at the option of either Bessemer Township or myself.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I certify that information given in this Application and related documentation is true and complete without qualification. I understand that Bessemer Township may investigate my work and personal history and verify all data given on this Application, on related papers, and in interviews and I authorize Bessemer Township to do the same. This inquiry may include information as to my character, general reputation and personal characteristics, and I consent to the conduct of this inquiry. I understand and acknowledge that Bessemer Township is entitled to rely on the representations made by me in the hiring process, and therefore I understand and acknowledge that any misrepresentation or omission of fact by me can result in immediate discharge if deemed appropriate by the Township.

I understand that this application will only be considered for the ninety calendar day period after its receipt by Bessemer Township. Should I wish to be considered after the expiration of this period, I must reapply.

Signature: _____ Date: _____

Office use only

Date Application Rec'd:		Interviewed by:	
Date Offer Extended:		Start Date:	
Rate of Pay:		Offer of Hire Letter Sent:	