



City of Marine City
An Equal Opportunity Employer
 303 S. Water Street, Marine City, MI 48039
 Phone: (810) 765-8846 • Fax: (810) 765-4010

Application for Employment Pre-Employment Questionnaire

Personal Information

Name: _____ Date: _____

If under 18, please list age: _____

Present Address: _____

Permanent Address: _____

Home Phone: _____ Cell Phone: _____

Have you ever been convicted of a crime? YES NO

If yes, explain nature of offense: _____

Employment Desired

Position: _____ Start Date: _____ Salary Desired: _____

Are you currently employed? YES NO

May we inquire of your current employer? YES NO

Have you applied to Marine City previously? YES NO

Where: _____ When: _____

Referred by: _____

<u>Education</u>	<u>Name & Location of School</u>	<u>No. of years attended</u>	<u>Did you graduate?</u>	<u>Subjects Studied</u>
High School				
College				
Trade/Business School				

General

Subjects of special study or research work: _____

Special Skills: _____

Activities: (civic, athletic, etc.) Exclude organizations, the name of which indicates the race, sex, age, marital status, color or nation of origin of its members.

US Military or Naval Service: _____ Rank: _____

Present membership in National Guard or Reserves: _____

Former Employers (list below last three employers, starting with the most current)

Date Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
Which of these jobs did you like best? _____				
What did you enjoy most about this job? _____				

References: (Give the name of three persons not related to you, whom you have known at least one (1) year)

Name	Phone Number	Employer	Years Acquainted
1)			
2)			
3)			

I understand and agree that:

1. Any material misrepresentation or deliberate omission of fact in my application may be justification for refusal or, if employed, termination from employment.
2. It is my understanding that the City of Marine City will make thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the City of Marine City and I release from liability any person giving or receiving such information. I understand that falsification of data so given or other derogatory information discovered as result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal. And I specifically waive written notice from former employers.
3. I further understand that this is an application for employment and that no employment contract is being offered.
4. I understand that if I am employed, such employment is for an indefinite period of time and that the City of Marine City can change wages, benefits and conditions at any time.
5. I have read and understand the above.
6. I certify that all statements made in this application for employment are true, complete and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

OFFICE USE ONLY

Interviewed by: _____ Date: _____

Remarks: _____

Hired: ___ YES ___ NO Position: _____ Salary/Wage: _____ Start Date: _____