

Application for Employment

Please Print

Muskegon Oceana Community Action Partnership is an Equal Opportunity Employer.

Name _____		
Last	First	Middle
Address _____		
Street _____		
		Phone (____) _____
City _____	State _____	Zip _____
Position applied for _____		

Special training or skills that would benefit you in the job for which you are applying:

Would you accept full time work? Yes No Would you accept part-time work? Yes No

On what date would be available for work? _____

Have you ever been employed here? Yes No If yes, dates: _____

Are you legally eligible for employment in the United States? (If yes, proof is required if hired.) Yes No

If you are under 18 years old, can you provide a work permit if required? Yes No

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodations, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

Yes No Need more information about the job's essential functions to respond.

Education Background

High School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Employee Experience

Place an X by the employer(s) you DO NOT want us to contact. List your most recent employer first. You may include any verified work performed on a work performed on a volunteer basis.

Employer _____ Contact Name _____
Address _____ Phone (_____) _____
Job Title _____
Date employed: from (mm/yy) ____/____/____ to (mm/yy) ____/____/____ Hourly rate: starting ____/____/____ final ____/____
Reason for leaving: _____

Employer _____ Contact Name _____
Address _____ Phone (_____) _____
Job Title _____
Date employed: from (mm/yy) ____/____/____ to (mm/yy) ____/____/____ Hourly rate: starting ____/____/____ final ____/____
Reason for leaving: _____

Employer _____ Contact Name _____
Address _____ Phone (_____) _____
Job Title _____
Date employed: from (mm/yy) ____/____/____ to (mm/yy) ____/____/____ Hourly rate: starting ____/____/____ final ____/____
Reason for leaving: _____

Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time. If hired, I agree to conform to the Company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no Company representative, other than its Executive Director, and then only when in writing and signed by the Executive Director, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Signature of Applicant _____ Date ____/____/____