

**BEMIS FARMS PRESCHOOL AND CHILD CARE
APPLICATION FOR EMPLOYMENT**

To the Applicant: We appreciate your interest in employment with Bemis Farms Preschool and Daycare and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications. We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran status, the presence of a medical condition or disability, height, weight or any other protected status.

PERSONAL

Name _____ Date of Application _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (ZIP)

Email Address _____

Telephone Number (with area code) _____ Cell Number (with area code) _____

Are you 18 years or older? Yes ___ No ___ Are you a U.S. citizen? Yes ___ No ___

Are you authorized to work in the United States? Yes ___ No ___

Have you been previously employed here? Yes ___ No ___ If yes, date(s) _____

Supervisor Name(s) _____

Have you filed an application before? Yes ___ No ___ If yes, date(s) _____

List any friends or relatives working here _____

What method of transportation will you use to come to work? _____

EMPLOYMENT DESIRED:

Position(s) applied for _____

Kind of work sought: Full time ___ Part time ___ Other _____

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for? _____

Salary desired _____ Date available to work _____

Employers must make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer. Under Michigan law only, disabled employees and applicants may request an accommodation of their disability by notifying the firm in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's right under the Americans with Disabilities Act. Failure to properly notify the firm may preclude any claim that the employer failed to accommodate the disabled individual.

EMPLOYMENT EXPERIENCE: (List current or most recent job first)

Employer _____ Date _____
From _____ To _____
Address _____
City State Zip _____
Phone Number (with area code) _____ Hourly Rate/Salary _____
Job Title Starting _____ Final _____
Supervisor _____
Reason for Leaving _____

Employer _____ Date _____
From _____ To _____
Address _____
City State Zip _____
Phone Number (with area code) _____ Hourly Rate/Salary _____
Job Title Starting _____ Final _____
Supervisor _____
Reason for Leaving _____

Employer _____ Date _____
From _____ To _____
Address _____
City State Zip _____
Phone Number (with area code) _____ Hourly Rate/Salary _____
Job Title Starting _____ Final _____
Supervisor _____
Reason for Leaving _____

List any other positions held on a separate sheet

EDUCATION

High School

Name/Location _____ **Years Completed** _____

Diploma/Degree _____ **Courses of Study** _____

College

Name/Location _____ **Years Completed** _____

Diploma/Degree _____ **Courses of Study** _____

Graduate

Name/Location _____ **Years Completed** _____

Diploma/Degree _____ **Courses of Study** _____

Vocational/Training

Name/Location _____ **Years Completed** _____

Diploma/Degree _____ **Courses of Study** _____

REFERENCES (Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1				
2				
3				

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard?

Yes _____ No _____

If yes, what branch? _____ Rank at Discharge _____

Date of Discharge _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you been convicted of a felony? Yes _____ No _____ If so, where, when and nature of offense _____

Do you have a valid driver's license? Yes _____ No _____ License No. _____ State _____

List professional trade, business or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, disability, marital or veteran status, height, weight or age _____

State any additional information that you feel may be helpful to us in considering your application.

Name, address, and telephone number of the person to be notified in the event of accident or emergency _____

AUTHORIZATION AND UNDERSTANDING:

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my background, including but not limited to, my employment, driving record, education, criminal history, or medical history (post-offer only), with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures and this release from liability does not waive or prohibit an individual from filing a charge of discrimination under the laws enforced by the EEOC. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment. **I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered in writing directed to me personally and signed by the president of the firm.** I agree that I shall be bound by the other rules, policies, regulations and terms and conditions of employment of the firm as they are from time to time changed, and no additional obligations can be imposed on the firm except those which have been acknowledged in writing, by the president or his designated representatives. I agree that any action or suit against the firm, its agents or employees, arising out of my employment or termination of employment, including, **but not limited to, claims arising under State and Federal law, but not Federal civil rights statutes containing a separate limitations period, must be brought within 180 days of the event giving rise to the claims or be forever barred unless the applicable statute of limitations period is shorter than 180 days in which case I will continue to be bound by that shorter limitations period. I waive any limitation periods to the contrary. I further agree that if I should bring any non-statutory action or claim arising out of my employment against the firm, in which the firm prevails, I will pay to the firm any and all such costs incurred by the firm in defense of said claims or actions, including attorney fees.** I further agree that my employment is conditional until such time as the results of my post-offer physical (if such physical is required) are known.

Date _____ Signature _____

FOR INTERVIEWER'S USE:

Interviewed by _____ Date _____

Comments _____

Interviewed by _____ Date _____

Comments _____

Interviewed by _____ Date _____

Comments _____

HIRED: Yes _____ No _____ Starting Date _____ Job Title _____

Comments _____

APPROVED:

_____ Name _____	Title _____	Date _____
_____ Name _____	Title _____	Date _____
_____ Name _____	Title _____	Date _____