

EMPLOYMENT APPLICATION

THIS ENTIRE FORM MUST BE PRINTED IN INK OR TYPED

Print First Name:	M.I.	Last	Other Last Names Used
Mailing Address:			
City, State, Zip Code:			
Primary Phone:	Alternate Phone:	Message Number:	
Email Address:		Date you could report to work:	
What position are you applying for?		Position Type: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intern <input type="checkbox"/> Any <input type="checkbox"/>	

EDUCATION AND FORMAL TRAINING

Please list enough education to meet the minimum requirements specified in the recruiting announcement.

Colleges, Military, Trades, Business or Other Schools Attended After High School

Name, Location, Phone Number	Major Course of Study	Total # Credits	Type of Degree or Certificate Earned

Do you possess a high school diploma or GED certificate? Yes No

How did you hear about this employment opportunity?

REFERENCES

May be attached in separate sheet

NAME/TITLE/Contact Phone/Email

RELATIONSHIP

This information is not confidential, except as otherwise provided by law.

I understand that employment with the **MI Chamber** is employment "At-Will".

I understand that consideration for employment is contingent on the results of a reference and background check.

I authorize **MI Chamber** to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references, or any other persons who and any others who can verify information.

I further authorize MI Chamber to discuss the results of any investigation with all of their employees and or Board members who are involved in the hiring process.

I further authorize all contacted persons and former employers to provide information concerning this application, my background and suitability for employment and I release each person and former employer from liability for providing such information.

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsifications and/or omissions in any detail is grounds for disqualification from consideration for employment or if hired, for dismissal from employment. **Unsigned applications will not be considered.**

Signature of Applicant

Date

WORK EXPERIENCE

Describe your last **4** years of work experience and any other experience required to meet the minimum qualifications for the position for which you are applying. Include unpaid and volunteer work. **Make and attach additional copies of this sheet if necessary.**

Employer: _____ May we contact this employer? Yes No

Address: _____

Supervisor's Name and Telephone: _____

Your Title: _____

Employed from (month/year) to (month/year): _____

If a supervisor, indicate number of employees and job types supervised: _____ How long? _____

Average hours worked per week: _____ Reason for leaving: _____

Duties (be specific): _____

Employer: _____ May we contact this employer: Yes No

Address: _____

Supervisor's Name and Telephone: _____

Your Title: _____

Employed from (month/year) to (month/year): _____

If a supervisor, indicate number of employees and job types supervised: _____ How long? _____

Average hours worked per week? _____ Reason for leaving: _____

Duties (be specific): _____

GENERAL INFORMATION

- **Your application must be signed or it will not be considered. If you submit your application via email, you may sign your application at the time of your interview.**
- You must apply for a specific position.
- Your application will be considered active for this position only.
- Read the job announcement carefully before you apply. Announcements contain specific instructions and requirements. It is your responsibility to submit all the required application materials.
- Type or print clearly in dark ink. Applications in pencil will not be accepted. Legible photocopies are acceptable, with original signatures.
- Resumes will not be accepted in lieu of the employment application form unless stated in specific recruitment.
- MICC cannot be responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.
- **You may be required to verify education and/or self-employment information**