

**MIAMI COUNTY  
PERSONNEL POLICY MANUAL**

<b>APPLICATION FOR EMPLOYMENT</b>	<b>FORM 3 PAGE 1 OF 7</b>
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AN EQUAL OPPORTUNITY EMPLOYER

\*\*\*\*\*  
PLEASE TYPE OR PRINT RESPONSES TO ALL OF THE QUESTIONS CONTAINED ON THE  
ENTIRE APPLICATION FORM  
\*\*\*\*\*

POSITION SOUGHT: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

MIDDLE INITIAL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ COUNTY: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

ARE YOU OF LEGAL AGE TO WORK IN THE UNITED STATES?    YES            NO

\*\*\*\*\*

EMPLOYMENT HISTORY

In this section, list all employment history and work experience in date order, including military experience. Begin with your current employer. Use additional paper if necessary. Failure to include all employment may be grounds for disqualification.

\*\*\*\*\*

CURRENT EMPLOYER: \_\_\_\_\_  
(ENTER "NONE" IF UNEMPLOYED)

MAY WE CONTACT YOUR CURRENT EMPLOYER PRIOR TO EMPLOYMENT?

YES:            NO:

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_ CURRENT SALARY: \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC:  
\_\_\_\_\_  
\_\_\_\_\_

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WHY DO YOU WANT TO LEAVE? \_\_\_\_\_

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PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_      ENDING SALARY \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS,  
ETC. \_\_\_\_\_

\_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

\*\*\*\*\*

PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_      ENDING SALARY \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS,  
ETC. \_\_\_\_\_

\_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_      ENDING SALARY \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS,  
ETC. \_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

\*\*\*\*\*

PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_      ENDING SALARY \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS,  
ETC. \_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

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If you need to list any additional previous employers, please use a blank sheet of paper to do so.

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EDUCATION AND TRAINING

This section is intended to give the employer information about the education and training that the applicant has completed, and to demonstrate skills, knowledge, and abilities to perform the job duties of the position.

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HIGH SCHOOL ATTENDED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ HIGH SCHOOL EQUIVALENT? \_\_\_\_\_

COURSES PERTAINING TO JOB APPLIED FOR: \_\_\_\_\_

\_\_\_\_\_

ACTIVITIES, AWARDS, SPORTS, ETC: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COLLEGE OR TRADE SCHOOL ATTENDED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ DEGREE: \_\_\_\_\_

COURSES PERTAINING TO JOB APPLIED FOR: \_\_\_\_\_

\_\_\_\_\_

ACTIVITIES, AWARDS, SPORTS, ETC: \_\_\_\_\_

\_\_\_\_\_

GRADUATE SCHOOL (S) ATTENDED: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES OF ATTENDANCE: \_\_\_\_\_ TO \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ DEGREE: \_\_\_\_\_

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Please use the following space to provide any further information on training, education, skills, abilities, volunteer work, etc., that you possess or have experienced that may be helpful in the evaluation of your application. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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PERSONAL INFORMATION

DO YOU HAVE ANY COMMITMENTS (I.E., SECOND JOB, SCHOOL, ETC) WHICH MIGHT INTERFERE WITH, OR ADVERSELY AFFECT, YOUR EMPLOYMENT SHOULD WE SELECT YOU FOR A POSITION?

YES:            NO:

DO YOU POSSESS A VALID DRIVER'S LICENSE:

YES:            NO:

IF NO, CAN YOU OBTAIN ONE PRIOR TO EMPLOYMENT

YES:            NO:

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES?

YES:            NO:

DO YOU HAVE ANY RELATIVES CURRENTLY EMPLOYED BY THE COUNTY?

YES:            NO:

If yes, list the employee's name and relationship: \_\_\_\_\_

PLEASE LIST THREE (3) REFERENCES WHO ARE NOT RELATED TO YOU THAT YOU HAVE KNOWN FOR AT LEAST ONE (1) YEAR:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

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Please read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions for each paragraph by placing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing the paragraph.

\*\*\*\*\*

1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing a medical examination that the employer deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol or substance abuse testing.  
Initials: \_\_\_\_\_
  
2. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening shifts or night shifts, including weekends and be on call and work mandatory overtime hours. I certify that I am able to meet the attendance requirements of the department.  
Initials: \_\_\_\_\_
  
3. I understand and accept that if any information required is found to be falsified or intentionally excluded on my application or during the interview and selection process, my application may be disqualified from further consideration. I further understand and accept that if I am employed, by the employer, I may be subject to disciplinary action, including termination, if any information supplied in this application or during the interview and selection process has been falsified or intentionally excluded.  
Initials: \_\_\_\_\_
  
4. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that, depending on the department in which I am applying for employment, it may be necessary for the employer to investigate my background for any criminal or unlawful activity.  
Initials: \_\_\_\_\_
  
5. I hereby authorize the employers, schools and personal references names in this application to provide information regarding me to the employer. I further authorize the release of personnel, academic and other records to the employer.  
Initials: \_\_\_\_\_
  
6. If I am hired, I understand that this application will become part of my official employment record.  
Initials: \_\_\_\_\_
  
7. I understand and accept that if I am hired it will be my responsibility to read and understand all written policies, directives, and SOPs; and that I will be disciplined for violating them.  
Initials: \_\_\_\_\_
  
8. I understand that discrimination and harassment are prohibited by law, and I understand and accept that I will be fired if I engage in prohibited discrimination or harassing behavior.  
Initials: \_\_\_\_\_
  
9. I understand that, if my job is considered safety-sensitive or requires a CDL, I may be sent for a drug or alcohol test at any time.  
Initials: \_\_\_\_\_

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10. I understand that all information that comes into my possession is to be regarded as confidential, and that I may not copy any record for my own use without written permission.

Initials: \_\_\_\_\_

\*\*READ CAREFULLY BEFORE SIGNING\*\*

I SOLEMNLY SWEAR THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED IN THIS APPLICATION OR DURING THE INTERVIEW AND SELECTION PROCESS MAY LEAD TO WITHDRAWAL OF AN EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT.

FINALLY, I AGREE THAT ANY CLAIM OR LAWSUIT RELATING TO MY SERVICE WITH MIAMI COUNTY MUST BE FILED NO MORE THAN SIX (6) MONTHS AFTER THE DATE OF THE EMPLOYMENT ACTION THAT IS THE SUBJECT TO THE CLAIM OR LAWSUIT. I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)