

GRSD Sewer Authority

10831 Kruger Rd. New Buffalo, MI 49117

Phone (269) 469-3434

Fax (269) 469-0058



Employment Application

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE - Please fill out the application completely even if you attach a resume

PERSONAL INFORMATION

Date: _____

Name _____	(Last)	(First)	(Middle)
Present address _____	(Number)	(Street)	(City, State, Zip)
How long at this address _____	Social Security No: _____		
Are you 18 years or older () Yes () No	Are you legally eligible for employment in the U.S.?* () Yes () No		
Have you ever applied here before? () Yes () No	If yes, when _____		
Have you previously worked for GRSD Sewer Authority () Yes () No	If yes, give dates, position _____		
Home phone # _____	Alternate phone # _____		

* GRSD Sewer Authority conforms to the Immigration Reform and Control Act of 1986 which requires you to furnish documentation showing your identity and legal authorization to work in the United States once you have been offered employment.

EMPLOYMENT DESIRED

Employment type wanted: () FULL-TIME ONLY () PART-TIME ONLY () FULL- OR PART-TIME () SEASONAL
Position applied for: _____
How many hours can you work weekly? _____ Can you work: () nights () weekends () holidays
If part time or seasonal, please specify days, hours or time of year sought: _____
Date you would be available to start work: _____

EDUCATION

	SCHOOL & ADDRESS	NUMBER OF YEARS	DID YOU GRADUATE	MAJOR SUBJECTS, & DEGREE
High School				
College				
Bus. or Trade School				
Other education				
Licenses / Certifications				

MILITARY

Have you served in the United States Armed Forces? () Yes () No What Branch _____

Date Entered _____ Discharge Date _____

EMPLOYMENT HISTORY

Do not indicate "see resume". Please list all employers for the past 10 years in consecutive order starting with the most recent. Attach additional sheets if necessary.

Name of employer _____ Start date _____ End date _____

Type of Business _____ Telephone # _____

Address _____

Name of last supervisor: _____ May we contact this employer? () Yes () No

Job Title: _____ Reason for leaving (be specific): _____

List duties performed, skills used or learned, advancements or promotions while you worked at this company.

What did you like about this job? _____

What did you dislike about this job? _____

Name of employer _____ Start date _____ End date _____

Type of Business _____ Telephone # _____

Address _____

Name of last supervisor: _____ May we contact this employer? () Yes () No

Job Title: _____ Reason for leaving (be specific): _____

List duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Job Title: _____ Reason for leaving (be specific): _____

List duties performed, skills used or learned, advancements or promotions while you worked at this company.

What did you like about this job? _____

What did you dislike about this job? _____

REFERENCES

Please give the names of three persons, not related to you, whom you have known for over a year. Do not list supervisors that you have listed in the employment history section.

_____	_____	_____	_____	_____
Name	Address	Phone	Occupation	Years Known
_____	_____	_____	_____	_____
Name	Address	Phone	Occupation	Years Known
_____	_____	_____	_____	_____
Name	Address	Phone	Occupation	Years Known

SIGNATURE

Read Carefully Before Signing

- I certify that the answers and information given by me in this application are true, correct to the best of my knowledge. I understand that GRSD Sewer Authority has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize GRSD Sewer Authority to verify the answers and information given by me in this application and to make any investigation on my background deemed necessary. I hereby authorize all former employers, law enforcement organizations, educational institutions, personal references and any other third party contacted by the Authority to release to the Authority any information they have regarding me without providing written notice to me.
- I authorize GRSD Sewer Authority to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the Authority from any liability in connection with such use or disclosure.
- If I am hired by GRSD Sewer Authority, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the Authority, as they are from time-to-time changed, with or without notice. I also understand that this application does not in any way create a contract for employment.
- If I am hired by GRSD Sewer Authority, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that, except as set forth in any collective bargaining agreement, the Authority can terminate the employment relationship at any time for any reason, with or without cause, with or without notice. This employment relationship exists regardless of any other written statements or policies or any other Authority document or any verbal statements to the contrary. No one except the Authority Board can enter into any kind of employment relationship or agreement which is contrary to the above. To be enforceable, any employment relationship or agreement which is contrary to the above must be in writing and approved by the Authority Board.
- I also understand that (1) the Authority has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations and written examinations as issued by the State of Michigan.

Have you been provided a job description? () Yes () No

Do you understand the requirements of the job? () Yes () No

Can you perform the requirements of the job with or without reasonable accommodation(s)? () Yes () No

Applicant's Signature _____ Date _____

**Please return to: GRSD Sewer Authority Attention
10831 Kruger Rd.
New Buffalo, MI 49117**