|  |
| --- |
| 11969 Shelby Tech Dr. Shelby Twp, MI 48315 Phone 586-464-6400AN EQUAL OPPORTUNITY EMPLOYER We welcome you as an applicant for employment. Please complete this form in as much detail as possible to assist us in giving you full consideration. All information will be considered personal and confidential. Thank you for your cooperation. |

|  |
| --- |
| Applicant Information |
| Last Name |  | First |  | Middle |  |
| Street Address |  | Apartment/Unit # |  |
| City |  | State |  | ZIP |  |
| Phone |  | Best time to contact you? |  |
| Date Available |  | Desired Salary  |  |
| Available to work:  | [ ]  1st Shift [ ]  2nd Shift | [ ]  Full Time [ ]  Part Time  |
| Position Applied for? |  | Have you ever filled out an application with us before? If yes, give date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ | YES [ ]  | NO [ ]  |
| Have you ever been employed by us before?If yes, give date: \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ | YES [ ]  | NO [ ]  | Can you travel if the job requires it? | YES [ ]  | NO [ ]  |
| Are you legally eligible for employment in the U.S? (Proof of authorization to work in the U.S. will be required upon employment) | YES [ ]  | NO [ ]  | If you are under 18 years of age, can you furnish a work permit? | YES [ ]  | NO [ ]  |
| Have you ever been convicted of a felony in the last 7 years, (Answering yes will not automatically disqualify you from employment) | YES [ ]  | NO [ ]  | If yes, explain |  |
| Were you referred by someone who works here? | YES [ ]  | NO [ ]  | If yes, state name and relationship: |  |
| Education |
| High School |  | City & State |  |
| Did you graduate?  |  YES [ ]  | NO [ ]  | Grade Average: |  |
| College |  | City & State |  |
|  |  |  |  | Did you graduate? | YES [ ]  | NO [ ]  | Degree | YES [ ]  | NO [ ]  | Grade Average: |  |
| Other |  | City & State |  |
|  |  |  |  | Did you graduate? | YES [ ]  | NO [ ]  | Degree | YES [ ]  | NO [ ]  | Grade Average: |  |
| Skills |
| Please specify office skills and equipment you can operate  |  |
| Please list trade skills and/or apprenticeship programs completed |  |
| Please list any other skills or qualifications  |  |

|  |
| --- |
| Previous Employment |
| Are you currently employed? | YES [ ]  | NO [ ]  | If no, are you on lay-off?  | YES [ ]  | NO [ ]  | May we contact your present employer? | YES [ ]  | NO [ ]  |
| Company |  | Phone |  |
| Address |  | City, State, Zip |  |
| Job Title |  | Starting Salary | $ | Ending Salary | $ |
| Responsibilities |  |
| Supervisor’s Name |  | May we contact your previous supervisor for a reference? |  YES [ ]  NO [ ]  |
| From |  | To |  | Reason for Leaving |  |
| Company |  | Phone |  |
| Address |  | City, State, Zip |  |
| Job Title |  | Starting Salary | $ | Ending Salary | $ |
| Responsibilities |  |
| Supervisors Name |  | May we contact your previous supervisor for a reference? |  YES [ ]  NO [ ]   |
| From |  | To |  | Reason for Leaving |  |
| Company |  | Phone |  |
| Address |  | City, State, Zip |  |
| Job Title |  | Starting Salary | $ | Ending Salary | $ |
| Responsibilities |  |
| Supervisor’s Name |  | May we contact your previous supervisor for a reference?  |  YES [ ]  NO [ ]  |
| From |  | To |  | Reason for Leaving |  |
| Disclaimer and Signature |
| AS AN EQUAL OPPORTUNITY EMPLOYER, P.P.D. WILL GIVE YOUR APPLICATION FULL CONSIDERATION WITHOUT REGARD TO YOUR RACE, CREED, COLOR, MARTIAL STAUS, SEX, AGE, DISABILITY, NATIONAL ORIGIN, RELIGION, PUBLIC ASSISTANCE, OR AFFECTIONAL PREFERENCE. |
| 1. I hereby affirm that the information provided on this application, accompanying resume, if any, and/or in the interview process, is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.2. I authorize persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide P.P.D. with any relevant information, personal or otherwise, including grade transcripts, that may be required to arrive at an employment decision, and I release all parties, including P.P.D., from any liability for any damage that may result from furnishing information.3. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this is “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I understand that no manager or representative of P.P.D., other than the President or Vice-President of the company, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the forgoing.4. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time. |
| Signature |  | Date |  |