



SENIOR SERVICES

Embrace Your Age

EMPLOYMENT APPLICATION

Mission Statement

To promote and enrich the quality of life for older adults and those who care for them by collaboratively providing meaningful services and opportunities.

Answer all questions. If more space is needed to answer questions completely, attach a separate sheet. Notify this office promptly if your address or telephone number changes.

Senior Services, Midland County Council on Aging, considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, Senior Services complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Senior Services also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws.

Position applying for: _____ Date available to start: _____

Name: _____
(Last) (First) (Middle)

Residence address: _____
(Number, Street, Apt No.) (City) (State) (Zip code)

Home telephone number: _____ Work telephone number: _____

Are you 18 years of age or older? Yes No

Have you ever been employed by Senior Services before? Yes No If yes, in what program and when: _____

Are any persons currently employed by Senior Services related to you by blood or marriage? Yes No
If yes, give names and your relationship to them: _____

Are there any felony charges pending against you? Yes No If yes, please explain: _____

Have you ever been convicted of a crime? Yes No If yes, please explain: _____

Have you ever been discharged or asked to resign from employment? Yes No If yes, please explain: _____

Military Service Record Have you ever served in the U.S. Armed Forces? Yes No

List duties in the Service, including special training that is relevant to the position for which you have applied:

Skills

If an essential function of the job, please list your computer skills (i.e., proficiency with word processing, spreadsheet, database, publishing and presentation software), typing skills (wpm), shorthand (wpm), other office equipment:

Please list any other experiences, skills, or abilities that you feel especially qualify you for work with Senior Services:

- a) Do you have a valid State of Michigan driver's license? Yes No
- b) Do you have valid proof of auto insurance? Yes No
- c) List all traffic violations you have had within the last five (5) years:

<u>Offense</u>	<u>Month/Year</u>

References (excluding relatives)

Name	Occupation	Dates Known	Telephone Number	Personal or Professional

How did you become aware of this job opening: Newspaper Internet Friend/Family
 Internal Posting Other _____

Pre-Employment Statement

(Please read carefully and sign the statement below)

I certify that the facts set forth in this Application of Employment, in my resume and in the other materials I have submitted are true and complete. I understand and acknowledge that false information provided by me will result in disqualification from employment with Senior Services, Midland County Council on Aging (hereinafter "the Employer") or in dismissal from employment if an offer of employment has been made and accepted.

I hereby authorize the Employer, to contact all my former and current employers, educational institutions and the other references I have provided regarding me and my performance record and work, academic and/or military experience. I also hereby release the Employer and its employees and agents, and all of my former and current employers, educational institutions, and the other references I have provided, from any and all liability and damages for releasing or using information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawewecke Right to Know Act, 1978 PA 397, to receive written notice from the Employer or any former or current employer, that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the Employer may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me, and a check of my driving record. I hereby consent to these searches being conducted and to the disclosure of those results of these searches by the individual or entity conducting the search of the Employer. I further hereby release the individual or entity conducting the search, the Employer, and its employees and agents, from any and all liability, claims and damages, including but not limited to claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that convictions may result in disqualification from employment with the Employer or in dismissal from employment if an offer of employment has been made and accepted.

In consideration of my employment, I agree and understand that my employment and compensation can be terminated with or without cause, with or without notice, at either my option or at the option of the Employer, it being mutually understood and agreed that my relationship with the Employer is one of employment at will.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the Employer.

Signature: _____

Date: _____

Return to: Human Resources,
Senior Services
4700 Dublin Avenue Midland MI
48642 Telephone (989) 633-3700
Email: pmcdonald@mccoa.org

Senior Services, Midland County Council on Aging, is an Equal Opportunity Employer