



**City of Marine City  
An Equal Opportunity Employer**

303 S. Water St. Marine City, MI 48039

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**Application for Employment Pre-Employment Questionnaire**

**Personal Information**

Name (last name first): \_\_\_\_\_ Date: \_\_\_\_\_

Are you 18 years or older?: \_\_\_\_ YES \_\_\_\_ NO

Present Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?  
 \_\_\_\_ YES \_\_\_\_ NO

**Employment Desired**

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you currently employed? \_\_\_\_ YES \_\_\_\_ NO

May we inquire of your current employer: \_\_\_\_ YES \_\_\_\_ NO

Have you applied at Marine City previously? \_\_\_\_ YES \_\_\_\_ NO

Where: \_\_\_\_\_ When: \_\_\_\_\_

Referred by: \_\_\_\_\_

<b>Education</b>	<b>Name &amp; Location of School</b>	<b>No. of years attended</b>	<b>Did you graduate?</b>	<b>Subjects Studied</b>
High School				
College				
Trade/Business School				

**General**

Subjects of special study or research work: \_\_\_\_\_

Special Skills: \_\_\_\_\_

Activities: (civic, athletic, etc.) Exclude organizations, the name of which indicates the race, sex, age, marital status, color or nation of origin of its members.  
 \_\_\_\_\_

US Military or Naval Service: \_\_\_\_\_ Rank: \_\_\_\_\_

Present membership in National Guard or Reserves: \_\_\_\_\_

**Former Employers** (list below last three employers, starting with the last one first)

Date Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
Which of these jobs did you like best? _____				
What did you enjoy most about this job? _____				

**References:** (Give the name of three persons not related to you, whom you have know at least one (1) year.)

Name	Address	Business	Years Acquainted
1)			
2)			
3)			

I understand and agree that:

- Any material misrepresentation or deliberate omission of fact in my application may be justification for refusal or, or if employed, termination from employment.
- It is my understanding that the City of Marine City will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the City of Marine City and I release from liability any person giving or receiving such information. I understand that falsification of data so given or other derogatory information discovered as result of this investigation may prevent my being hired, of if hired, may subject me to immediate dismissal. And I specifically waive written notice from former employers.
- I further understand that this is an application for employment and that no employment contract is being offered.
- I understand that if I am employed, such employment is for an indefinite period of time and that the City of Marine City can change wages, benefits and conditions at any time.
- I have read and understand the above.
- I certify that all statements made in this application for employment are true, complete and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Neatness: \_\_\_\_\_ Ability: \_\_\_\_\_

Hired: \_\_\_ YES \_\_\_ NO Position: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_ Start Date: \_\_\_\_\_