

APPLICATION FOR EMPLOYMENT FOR NON-CDL DRIVERS

Bay County Road Commission
 2600 E. Beaver Road
 Kawkawlin, MI 48631

Telephone: (989) 686-4610 Fax: (989) 686-4620 TTY: (800) 649-3777

Careful and thoughtful completion of this application is an important step in our consideration of individuals for employment. Please complete the entire application. **Print** in ink. Your application must also specify the position in which you are applying. Stating that you will do “anything” is indefinite and may result in your application not being accepted by the employer. Your application will be considered for sixty (60) days.

Today's Date:	Time:	
Name: _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> (Last) (First) (Middle) </div>		
Social Security #:	Telephone #:	
Current Address:	Date of Residency:	
All other addresses during the last 3 years: <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <u>Previous Addresses</u> <u>Dates of Residency</u> </div>		
Job(s) Applied For:		
1.	Rate of Pay Expected: \$ _____ per	
2.	Rate of Pay Expected: \$ _____ per	
Do you want to work: (Check one) FULL-TIME PART-TIME?		
If applying for part-time, what days and hours?		
Have you ever applied for work with us before? (Check one)		
YES	NO	If yes, when?
Do you have any skills, qualifications, or experience which you feel especially fit you for work with us?		

U.S. ARMED FORCES SERVICE? (Check one)	YES	NO
Branch:	Duties:	
Rank at time of enlistment:		
Rank at time of discharge:		
Were you honorable discharged? (Check one)	YES	NO
If not, please explain:		
<i>(An other than honorable discharge will not be an automatic bar to employment.)</i>		
Are you able to do the job for which you are applying?: (Check one)	YES	NO
If not, please explain:		
Have you ever been convicted of a crime? : (Check one)	YES	NO
If yes, explain when, where, and the nature of the offense:		
<i>(Conviction of a crime will not be an automatic bar to employment.)</i>		
Are you authorized to work in the United States? : (Check one)	YES	NO
If hired, when can you start?		

EDUCATION				
SCHOOL	NAME OF SCHOOL	HIGHEST GRADE COMPLETED OR DEGREE OBTAINED	CITY/ STATE	COURSE OF STUDY
GRAMMAR				
HIGH SCHOOL				
COLLEGE				
OTHER				

Prior Work Experience						
Name, Address, and Phone Number of Employer	Dates of Employment		Reason For Leaving	Type of Work Done and Supervisor Name	Starting Pay	Final Pay
	From	To				

BUSINESS REFERENCES		
Name	Address/Telephone Number	Occupation

APPLICANT'S CERTIFICATION AND AGREEMENT

Please read carefully:

1. Certification of Truthfulness. I certify that all statements on this Application for Employment are made truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false will be sufficient reason for not being employed or if employed will result in my dismissal.
2. Authorization for Employment / Educational Information. I authorize the references listed in the Application for Employment, and any prior employer, educational institution, or any other persons or organization to give the Bay County Road Commission any and all information, or any other pertinent information, they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing any lawful information to the Bay County Road Commission. I hereby waive written notice that employment information is being provided by any person or organization.
3. Employment at Will. If I am hired, in consideration of my employment, I agree to abide by the rules and policies of Bay County Road Commission, including any change made from time to time, and agree that, subject to the provisions of any written agreement to the contrary, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Bay County Road Commission or myself. I understand that no manager or other representative of the Bay County Road Commission, other than Managing Director, has any authority to enter into any agreement for my employment for any specific or indefinite period of time, or to make any agreement contrary to the foregoing. Any such agreement made by the Managing Director must be made in writing to be effective.
4. Authorization to work. If I am selected for hire, I will be offered employment provided I verify that I am authorized to work as required by the Immigration Reform and Control Act of 1986.
5. Need for Accommodation. If I am a person with disability who requires an accommodation to perform the job, I must notify Bay County Road Commission of that need within 182 days after I knew or reasonably should have known that an accommodation was needed. Failure to do so will bar me under state but not federal law from alleging that the Bay County Road Commission has not accommodated me as required by law.
6. Criminal Records Check. I agree to execute an authorization for the Bay County Road Commission to secure criminal conviction history from the appropriate law enforcement agency should the Bay County Road Commission determine it is necessary to do so.
7. Release of Medical Information. I authorize every medical doctor, physician or other healthcare provider to provide any and all information, including but not limited to, all medical reports, laboratory reports, x-rays, or clinical abstracts relating to my previous

health history or employment in connection with an examination, consultation, test or evaluation. I hereby release every medical doctor, healthcare personnel and every other person, firm, officer, corporation, association, organization or institute which shall comply with the authorization or request made by this respect from any and all liability. I understand that this release will not be sent to my physician or other healthcare provider until a job offer has been made.

8. Physical Exam and Drug and Alcohol Testing. I agree that if a job offer is made to me I will, before commencing employment, take a physical exam and authorize the Bay County Road Commission or its designated agent(s) to withdraw specimen(s) of my blood, urine, or hair for chemical analysis. One purpose of this analysis is to determine or exclude the presence of alcohol, drugs, or other substances. I understand the decisions concerning my employment will be made as a result of this test. I further authorize any physician or entity conducting such medical examination to release the results of such examination to the Bay County Road Commission.
9. Psychological/Physical Testing. If offered employment, I agree to submit to any psychological or physical testing which may be necessary to determine my ability to perform the job for which I am being considered. I further authorize any physician or entity conducting medical examination to release the results of such examination to the Bay County Road Commission.
10. Driving Record Check. If applying for a position that requires driving Bay County Road Commission vehicle, I authorize the Bay County Road Commission and its agents the authority to make investigations and inquires of my driving record.
11. Fringe Benefits. In accepting employment with the Bay County Road Commission, I agree to accept all fringe benefits when eligible as provided now or in future. I understand that it is my responsibility to provide documentation for verification of eligibility of my fringe benefits as well as information regarding mailing address, telephone numbers, or contact arrangements, withholding exemptions and dependent information. The Bay County Road Commission shall rely on the most recent information for all purposes.
12. Credit Report. I understand that the Bay County Road Commission or its agents may make an investigative inquiry whereby information is obtained through interviews with my neighbors, friends and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of the investigation.

13. Consideration of Employment. I understand that my application will be considered pursuant to the Bay County Road Commission's normal procedures for a period of **SIXTY (60) DAYS**. IF I AM STILL INTERESTED IN EMPLOYMENT THEREAFTER, I MUST REAPPLY.

14. Limitation of Action. I agree that I shall not commence any action or other legal proceeding related to my employment or the termination thereof more than six (6) months after the event complained of, and I voluntarily waive any statute of limitations which is longer than the contrary.

I HAVE READ AND UNDERSTAND ITEMS #1 THROUGH #14 ABOVE, AND ACKNOWLEDGE THAT WITH MY SIGNATURE BELOW.

THIS CERTIFIES THAT THIS APPLICATION WAS COMPLETED BY ME, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Date

Signature