

**APPLICATION FOR EMPLOYMENT**  
**Hillsdale County Central Dispatch**  
**204 Development Dr., Hillsdale, MI 49242**

**NAME:** \_\_\_\_\_ **SOC SEC NO:** \_\_\_\_\_  
                    (Last)                      (First)                      (Middle)

**CURRENT ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_

Are you willing to work weekends, holidays and rotating shifts? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain any limitations on hours: \_\_\_\_\_

Are you able to perform all the duties of the position for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is NO, please identify the particular job duties you are not able to perform.

\_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain when, where and the nature of all criminal convictions: \_\_\_\_\_

\_\_\_\_\_

Are there any felony charges pending against you now? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe: \_\_\_\_\_

If hired, when can you start? \_\_\_\_\_

Do you have reliable transportation to and from work? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been employed with the County of Hillsdale before? Yes \_\_\_\_\_ No \_\_\_\_\_

Hillsdale County is an equal employment opportunity agency. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital, sexual orientation or veteran status, or the presence of a non-job-related medical condition or handicap.

## EDUCATION

Elementary School \_\_\_\_\_ Address: \_\_\_\_\_

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
Diploma: Yes \_\_\_\_\_ No \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Trade / Professional School: \_\_\_\_\_ Address: \_\_\_\_\_  
Diploma: Yes \_\_\_\_\_ No \_\_\_\_\_ Studies: \_\_\_\_\_

College/University: \_\_\_\_\_ Address: \_\_\_\_\_  
Degree: \_\_\_\_\_ Studies: \_\_\_\_\_

List any special licenses, certifications or skills: \_\_\_\_\_

Do you speak or write any language other than English? \_\_\_\_\_

## REFERENCES

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## EMPLOYMENT HISTORY

Start with your present or last job. Include military service and volunteer activities.

Employer \_\_\_\_\_ Dates employed \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Hourly Rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Employer \_\_\_\_\_ Dates employed \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Hourly Rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Employer \_\_\_\_\_ Dates employed \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Hourly Rate: Start \_\_\_\_\_ Final \_\_\_\_\_

Employer \_\_\_\_\_ Dates employed \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Hourly Rate: Start \_\_\_\_\_ Final \_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT

(Please Read Carefully)

1. Certification of Truthfulness

I certify that all statements on this application for Employment are made completely, 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 may result in my dismissal.

2. Job Understanding

I certify that I have been furnished and have read a General Description of the duties of an Emergency Telecommunicator and a Self Screening form. I understand the unusual nature of the job for which I am applying.

3. Authorization for Information

I authorize the references I have listed above, any prior or current employer of mine, any educational institutions and any person or organization, to give you any and all information concerning my previous employment or educational accomplishments, including any disciplinary information, and any pertinent information they may have, personal or otherwise, including statements of character and background and release all parties from all liability for any damage that may result from furnishing information to you. In addition I authorize Hillsdale County Central Dispatch to obtain information from your files or other sources pertaining to my personal background including, but not limited to, the histories/records of my criminal history, driving record, and financial/credit record. I hereby waive written notice that the above information is being provided by you. Should there be any question of the validity of this authorization, you may contact me. A photocopy of this authorization shall have the same force as the original.

4. Physical Examination and Testing

I agree to submit myself, upon request, for physical examination by a physician selected by Hillsdale County Central Dispatch. In addition, I agree to submit to a pre-employment substance abuse screening test and to all searches and substance testing called for by Hillsdale County Central Dispatch.

5. Employment at Will

If hired, in consideration of my employment I agree to abide by the rules and policies of Hillsdale County Central Dispatch. I further agree that such employment and all compensation can be terminated with or without cause, and with or without notice, at any time, during the first year of employment, at the option of Hillsdale County Central Dispatch or myself.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

(Type or Print) \_