

Muskegon Central Dispatch 9-1-1

770 Terrace Street, Muskegon, MI 49440

Return Application for Employment to above address

Position applied for: _____ Date: _____

Last Name First Name Middle Name

Current Street Address

City State Zip

Contact Phone Number E-mail address (*will be used for primary contact*)

Please note there are 4 pages to this application. Make sure to complete all pages including signatures for release of information

RECORD OF EDUCATION (Begin with high school.)

School: _____ County / State: _____

Course of study: _____

Number of years completed: _____

Did you graduate? _____ Diploma or degree received: _____

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Course of study: _____

Number of years completed: _____

Did you graduate? _____ Diploma or degree received: _____

PRIOR WORK HISTORY (List in order, last or current employer first. Account for gaps in your employment.)

1. Employer name: _____

Employer address: _____

Dates employed: From _____ To _____

Rate of pay: Start _____ Finish _____

Reason for leaving: _____

Describe in detail the work you performed. (If you need more room to complete your prior work history, use an additional sheet(s) of paper.)

2. Employer name: _____

Employer address: _____

Dates employed: From _____ To _____

Rate of pay: Start _____ Finish _____

Reason for leaving: _____

Describe in detail the work you performed. (If you need more room to complete your prior work history, use an additional sheet(s) of paper.)

3. Employer name: _____

Employer address: _____

Dates employed: From _____ To _____

Rate of pay: Start _____ Finish _____

Reason for leaving: _____

Describe in detail the work you performed. (If you need more room to complete your prior work history, use an additional sheet(s) of paper.)

SKILLS (List skills, abilities, experiences or licensures that you feel especially qualify you for this position.)

Typing words per minute: _____

Have you ever been charged with a crime? _____

If yes, state the nature of offense, when, where, and disposition: _____

Are you a citizen of the United States? _____

If no please explain: _____

PERSONAL REFERENCES (name three personal references excluding relatives)

1. Name and occupation: _____

Dates known: _____

Address: _____

Phone number(s): _____

2. Name and occupation: _____

Dates known: _____

Address: _____

Phone number(s): _____

3. Name and occupation: _____

Dates known: _____

Address: _____

Phone number(s): _____

I hereby authorize my former employers to give any information regarding my employment together with any information they may have regarding me, whether or not it is in their records. I hereby release them and any police agency to give any information regarding any record or information they may possess and release companies from all damages whatsoever for issuing same to Muskegon Central Dispatch. I hereby authorize them from any damages whatsoever for issuing same to Muskegon Central Dispatch.

Applicant's Signature

Date

I hereby certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that false statements made herein are sufficient cause for rejection of this application or discharge in the event of appointment.

Applicant's Signature

Date

CRIMINAL HISTORY BACKGROUND CHECK & DRIVER'S LICENSE AUTHORIZATION FORM

Muskegon Central Dispatch 9-1-1 requires criminal background checks of all full-time and part-time employees, interns and vendors (over age 18). These measures are being instituted in an attempt to ensure the safety of participants, employees and citizens.

EMPLOYEE INFORMATION

PLEASE PRINT CLEARLY

Status:	<input type="radio"/> Pre-Employee <input type="radio"/> Intern <input type="radio"/> Observer				
Last Name:		First Name:		Middle Initial:	
Date of Birth: ___ / ___ / ___ Month / Day / Year	Gender: M F (Circle One)		Race: W B I A U (Circle One)		
Social Security Number:			Codes for Race: White.....W Black.....B American Indian/Alaskan.....I Asian/Pacific Islands.....A Unknown.....U		
Driver's License Number:			<i>Please note: The Michigan State Police does not have a code for "Hispanic". It is recommended to use the code that most closely represents the individual. Typically, "U" is used if this cannot be determined, which includes all possible races in the search.</i>		
State:					

If you may be known by any other name (i.e., pre-marriage, alias), please indicate: Yes No

If so, when was the last year you used this name? _____

Other Last Name:		Other First Name:		Other Middle Initial:	
Other Last Name:		Other First Name:		Other Middle Initial:	

I certify that the information provided above is true and complete. I understand that false or misleading information given in my employment or application, interview(s) or on this form will render my application void and will result in termination in the event of my employment. I authorize the Muskegon Central Dispatch 9-1-1 to make a criminal background investigation in arriving at a decision regarding my employment. I further authorize the Michigan State Police to release criminal background information as part of the criminal background and the Secretary of State to release driving records as part of the driver's license check to Muskegon Central Dispatch 9-1-1.

Signature: _____

Date: _____