

Application for Employment

Please fill out form completely for employment consideration. Print and fax or mail when completed.

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap. We are an equal opportunity employer.

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PERSONAL INFORMATION: (Please print all information requested except signature)

First Name Last Name Middle Maiden (if applicable)

Street Address City State Zip

Home Phone Cell Phone Email Address

Driver's Licence # (CDL? HAZMAT Endorsements?)	DAYS/HOURS AVAILABLE?	
If under 18, please list age:	FULL TIME?	Have you ever applied for a position at Nottawa Gas before? YES NO
Position applied for: and salary desired:	OR PART-TIME?	
How did you learn of our business?		If YES, Month and Year: Which Location?

Are you employed now? NO YES

Are you legally eligible for employment in the United States? NO YES

Have you ever been in the Armed Forces? NO YES

If Yes, Branch of Service _____ Period of active duty (month/year) _____ to _____

Rank at Discharge _____ Duties and Special Training _____

Are you now a member of the National Guard? NO YES

Have you ever been convicted of a felony or a crime which is related to the functions or qualification of the position for which you are applying? (If so, please describe fully (on the back of this form) the conviction(s) listing the nature of the offense(s) and your rehabilitation since the conviction(s). NO YES

If driving is a requirement for the position for which you are applying, do you have a current valid driver's license? (If so, continued employment is contingent on your maintaining a valid driver's license) NO YES

EDUCATION

SCHOOL	Name and Location	Course of Study	# of Years Completed	Degree or Diploma
College				
High School				
Trade School				
Other				

Have you received and read the full job description for the position to which you are applying? NO YES

Are there any reasons for which you might not be able to perform the job duties (with a reasonable accommodation)? (If Yes, please explain on the back of this page) NO YES

EMPLOYMENT HISTORY (Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.) Its OK to provide a resume or separate document to fulfill this portion of the application.

Name of Employer		Dates of Employment		Ending Salary
Full Address		From	To	
Phone #		Supervisor		
Reason for Leaving (be specific)				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				

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References: Give below the names of two persons not related to you, whom you have known at least one year.

Name	Name
Position	Position
Company	Company
Address	Address
Telephone	Telephone

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatements or omissions of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I affirm I completed this application myself.

Signature: _____

Date: _____

Please complete and mail/fax this application to:

Nottawa Gas Company
Attn: Hiring Mgr
PO Box E
Nottawa MI 49075
www.nottawagas.com
Fax 269-651-8568
Tel 269-659-8777