



**COVERT TOWNSHIP  
POLICE DEPARTMENT**  
33805 M-140, PO BOX 6,  
Covert, MI 49043  
Phone: (269)764-8100  
Fax: (269) 764-8925

**COVERT TOWNSHIP  
FIRE & EMS**  
33805 M-140, PO BOX 5,  
Covert, MI 49043  
Phone: (269) 764-1768  
Fax: (269) 764-8225



## APPLICATION FOR EMPLOYMENT

*False, misleading statements or omission will be cause for rejection of this application or dismissal, after appointment. Please answer all sections, even if providing resume.*

### GENERAL INFORMATION

<b>Name (Last, First, Middle Initial)</b> <input style="width: 95%;" type="text"/>	<b>Home Phone</b> <input style="width: 95%;" type="text"/>	<b>Work Phone</b> <input style="width: 95%;" type="text"/>	
<b>Mailing Address</b> <input style="width: 95%;" type="text"/>	<b>City</b> <input style="width: 95%;" type="text"/>	<b>State</b> <input style="width: 95%;" type="text"/>	<b>Zip Code</b> <input style="width: 95%;" type="text"/>
<b>Email Address</b> <input style="width: 95%;" type="text"/>	<b>Driver's License Number</b> <input style="width: 95%;" type="text"/>		
<b>Position Applying For</b> <input style="width: 95%;" type="text"/>	<b>How did you learn about this position?</b> <input style="width: 95%;" type="text"/>		

Can you provide proof that you are eligible to work in the United States?     Yes                       No

### EDUCATION

School Name & Address	Years Attended	Graduated	Major/Degree
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>

**CERTIFICATIONS/TRAINING**

Certification/Course	Date Completed MM/YY	Certification/Course	Date Completed MM/YY

**EMPLOYMENT HISTORY**

(Start with most recent job – include armed forces service, self-employment and internships)

Employer	Telephone No.	Supervisor's Name	
Type of Business	Address		
Job Title	Dates Employed MM/YY	Avg. Hours Worked per Week	
	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	
Duties:			
Monthly Salary	Reason for Leaving		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			
Employer	Telephone No.	Supervisor's Name	
Type of Business	Address		
Job Title	Dates Employed MM/YY	Avg. Hours Worked per Week	
	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	
Duties:			
Monthly Salary	Reason for Leaving		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			

<b>Employer</b>	<b>Telephone No.</b>	<b>Supervisor's Name</b>
<b>Type of Business</b>	<b>Address</b>	
<b>Job Title</b>	<b>Dates Employed MM/YY</b> From: <input type="text"/> To: <input type="text"/>	<b>Avg. Hours Worked per Week</b>
<b>Duties:</b>		
<b>Monthly Salary</b>	<b>Reason for Leaving</b>	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
<b>Employer</b>	<b>Telephone No.</b>	<b>Supervisor's Name</b>
<b>Type of Business</b>	<b>Address</b>	
<b>Job Title</b>	<b>Dates Employed MM/YY</b> From: <input type="text"/> To: <input type="text"/>	<b>Avg. Hours Worked per Week</b>
<b>Duties:</b>		
<b>Monthly Salary</b>	<b>Reason for Leaving</b>	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
<b>Employer</b>	<b>Telephone No.</b>	<b>Supervisor's Name</b>
<b>Type of Business</b>	<b>Address</b>	
<b>Job Title</b>	<b>Dates Employed MM/YY</b> From: <input type="text"/> To: <input type="text"/>	<b>Avg. Hours Worked per Week</b>
<b>Duties:</b>		
<b>Monthly Salary</b>	<b>Reason for Leaving</b>	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

Explain any gaps in employment:

**REFERENCES**

Name & Occupation	Address	Phone

Are you a veteran?       Yes       No

Are you involved in any civil or criminal lawsuits/litigations?       Yes       No

**HAVE YOU EVER BEEN CONVICTED OF ANY MISDEAMANORS OR FELONIES, OR TICKETED OR PENALIZED FOR ANY TRAFFIC VIOLATIONS?**

Failure to list all offenses is considered to be an adequate reason for rejecting your application. Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.

Date	Place	Type of Offense	Penalty/Points

The Township of Covert has a commitment to Equal Employment Opportunity and complies with Federal and State standards pertaining to equal employment opportunity. It is the policy of the Township of Covert to implement equal opportunity on an affirmative basis to all qualified employees and applicants for employment without regard to race, color, creed, sex, age, height, weight, marital status, religion, veteran status, national origin or disability. Michigan Law requires that a handicapped individual with a disability needing accommodations for employment notify the employer in writing, within 182 days after the need is known.

APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION:

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I authorize my former employers, school authorities, medical authorities, and police agencies to give to the Covert Township, 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 their organization from any claims and liabilities whatsoever for issuing same and release the Township of Covert from any claims or liability for using such information in making a hiring decision. I understand that neither this application nor any subsequent offer of employment creates a contract of employment and if I am hired, I will be employed at-will, meaning that the city may terminate my employment at any time, with or without reason and with or without notice. For employees hired in to positions covered by collective bargaining agreements, their at-will status will only be in effect during the contractual probationary period. I hereby certify that all the statements in this application are true and correct and that I agree to all terms and contracts as stated.

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(Date Signed)

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(Applicant's Signature)