



**County of Kent**  
**APPLICATION FOR EMPLOYMENT**  
**Equal Opportunity Employer**

Kent County Human Resources Department  
 300 Monroe Avenue, NW • Grand Rapids, MI 49503-2222  
 (616) 632-7440 • MI (800) 386-4484  
 Fax: (616) 632-7445 • Job Hotline: (616) 632-7450  
[www.accessKent.com/jobs](http://www.accessKent.com/jobs)

**PERSONAL INFORMATION**

Social Security No. \_\_\_\_\_ **Date:** \_\_\_\_\_  
(A social security number is **required** for our application processing information system).

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Alternate Number: (\_\_\_\_\_) \_\_\_\_\_ Call in confidence

E-Mail Address: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No Are you authorized to work in the United States?  Yes  No

Have you served in the U.S. Armed Forces?  Yes  No If yes, Rank \_\_\_\_\_ Branch \_\_\_\_\_

If the job you are applying for requires driving a vehicle, do you possess a valid Michigan driver's license?  Yes  No

If yes, indicate Driver's License Number: \_\_\_\_\_

Is your license currently or has it ever been revoked, suspended or restricted?  Yes  No

Please explain \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, state when, where, and nature of the offense: \_\_\_\_\_

**EMPLOYMENT DESIRED**

*This application for employment will only be considered for the open position(s) listed, and will expire after the recruitment period is completed or the position is filled.*

Job(s) currently applying for: 1. \_\_\_\_\_ Dept. \_\_\_\_\_  
 2. \_\_\_\_\_ Dept. \_\_\_\_\_  
 3. \_\_\_\_\_ Dept. \_\_\_\_\_

Applying for?  Full-time  Part-time  Temporary  On-call  Seasonal

Are you available to work weekends?  Yes  No

Specify days and hours that you would **NOT** be available to work: \_\_\_\_\_

Are you currently or have you ever been employed with Kent County?  Yes  No

If Yes: Date: \_\_\_\_\_ Dept: \_\_\_\_\_ Name if different than above: \_\_\_\_\_

List any relatives currently employed with Kent County: \_\_\_\_\_

**EDUCATION**

NAME OF HIGH SCHOOL, COLLEGE, TRADE, OR TECHNICAL SCHOOLS	CITY AND STATE	DID YOU GRADUATE?	COURSE OF STUDY/DEGREE RECEIVED/CERTIFICATIONS
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> G.E.D.	
College, Trade, or Tech:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College, Trade, or Tech:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College, Trade, or Tech:		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please list any skills, abilities, hobbies, training, etc. that you feel may be an asset. (Example: business machines, volunteer work, additional languages, data processing, clerical, etc.) \_\_\_\_\_

Please list any license, registration, certificate, etc. which is related to the job you are applying for. \_\_\_\_\_

Have you ever had a license, registration, certificate, etc. related to the position you are applying for suspended, revoked, placed on probation or lapsed for any reason?  Yes  No If yes, please explain. \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please give an accurate, complete full-time and part-time employment record. Start with present or most recent employer, and go back a minimum of ten (10) years. Do not omit any employment during that time. Add additional sheets if necessary. **Answer each question completely and accurately. "See Resume" is not acceptable.**

Name and Address of Employer	Employment Dates	Pay Rate	Job Responsibilities:
	From: / /	To start \$ _____ <input type="checkbox"/> HR. <input type="checkbox"/> WK. <input type="checkbox"/> YR.	_____
Position Held/Job Title  <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	To: / /	Upon leaving \$ _____ <input type="checkbox"/> HR. <input type="checkbox"/> WK. <input type="checkbox"/> YR.	_____
Supervisor's Name & Title	Work Telephone	Reason for Leaving: (Please explain) <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	
May we contact your current employer for a reference prior to a job offer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name and Address of Employer	Employment Dates	Pay Rate	Job Responsibilities:
	From: / /	To start \$ _____ <input type="checkbox"/> HR. <input type="checkbox"/> WK. <input type="checkbox"/> YR.	_____
Position Held/Job Title  <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	To: / /	Upon leaving \$ _____ <input type="checkbox"/> HR. <input type="checkbox"/> WK. <input type="checkbox"/> YR.	_____
Supervisor's Name & Title	Work Telephone	Reason for Leaving: (Please explain) <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	
Name and Address of Employer	Employment Dates	Pay Rate	Job Responsibilities:
	From: / /	To start \$ _____ <input type="checkbox"/> HR. <input type="checkbox"/> WK. <input type="checkbox"/> YR.	_____
Position Held/Job Title  <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	To: / /	Upon leaving \$ _____ <input type="checkbox"/> HR. <input type="checkbox"/> WK. <input type="checkbox"/> YR.	_____
Supervisor's Name & Title	Work Telephone	Reason for Leaving: (Please explain) <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	

**PROFESSIONAL REFERENCES**

List below the names of three persons who have direct knowledge of your skills, experience and fitness for the position of field for which you are applying.

Full Name	Business or Home Address	Occupation	Telephone Number

**CERTIFICATION**

I understand that if I am offered employment, it is contingent upon satisfactorily passing a physical examination and/or drug test prior to placement in the position for which I have applied. I also understand that all information in this application may be checked and I hereby authorize any schools which I have attended, current and previous employers and organizations named in this application to provide Kent County with any information that may be requested to make an employment decision. I further authorize Kent County to conduct any other investigations of the information contained herein. I hereby specifically waive written notice from any and all former employers regarding their disclosure to Kent County of any information, including disciplinary action. I understand that any omission or misrepresentation of information may be sufficient cause for rejection of this application or, if employment has commenced, grounds for immediate dismissal. I specifically authorize the Kent County Sheriff Department or other law enforcement agencies to release any records of prior criminal convictions it may have or may obtain from other sources to the County of Kent.

If hired, I promise to notify my immediate supervisor in writing promptly, if any license, registration, certificate, or any other credential required for any job in which I become employed lapses, is suspended, revoked, or placed on probation for any reason. I recognize and agree that failure to provide such notice may result in immediate dismissal.

Furthermore, except with respect to potential grievances under any applicable collective bargaining agreement, I agree that any action or suit against the County arising out of my employment or termination of employment, including but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim(s) or be forever barred. I waive any limitations to the contrary.

I understand and agree that in the absence of an express written agreement to the contrary executed by the employer, any employment I accept shall be for an indefinite term and shall be terminable at any time, with or without notice or cause, either by me or at the will and sole discretion of the employer.

I have read, or have had read to me, and understand the above statement. I hereby certify that all information contained in this application is true, complete and accurate. **APPLICATIONS WITHOUT SIGNATURES WILL NOT BE CONSIDERED FOR EMPLOYMENT.** Thank you for considering Kent County as a potential employer.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**County of Kent**  
**RECRUITMENT IDENTIFICATION FORM**  
**Equal Opportunity Employer**

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Kent County requests that you supply, on a voluntary basis, the information sought below. **Completion of this form is strictly VOLUNTARY. The information is for record keeping purposes only and will in no way effect any employment decision. This confidential questionnaire will be kept separately from your Application for Employment.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job(s) currently applying for: 1. \_\_\_\_\_ Dept. \_\_\_\_\_  
 2. \_\_\_\_\_ Dept. \_\_\_\_\_  
 3. \_\_\_\_\_ Dept. \_\_\_\_\_

Please check the appropriate box:

Gender:  Female  Male

Ethnicity/Race: Please read the definitions below and mark the appropriate box(es):

Question #1 (Ethnicity) – Are you Hispanic or Latino?

- Yes, Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. (Do not complete question 2).
- No, not Hispanic or Latino (continue to question 2).

Question #2 (Race) – What is your race?

- White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

How did you learn about this job? Please check all that apply.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> From a County Employee</li> <li><input type="checkbox"/> County Job Announcement</li> <li><input type="checkbox"/> Kent County Website</li> <li><input type="checkbox"/> Other Websites (Name): _____</li> <li><input type="checkbox"/> Community Agency (Name): _____</li> <li><input type="checkbox"/> Area Training Agency (Name): _____</li> <li><input type="checkbox"/> Other Source (Please be specific): _____</li> </ul> | <ul style="list-style-type: none"> <li>Classified Ad</li> <li><input type="checkbox"/> El Hispano</li> <li><input type="checkbox"/> El Vocero Hispano</li> <li><input type="checkbox"/> Grand Rapids Press</li> <li><input type="checkbox"/> Grand Rapids Times</li> <li><input type="checkbox"/> Take Pride (Community Magazine)</li> <li><input type="checkbox"/> Other Publication (Name): _____</li> </ul> |
|---|--|

DETACH HERE UPON SUBMISSION OF APPLICATION