



North Ottawa County Council on Aging

422 Fulton
Grand Haven, Michigan 49417

Application for Employment

Application received on: _____

Applicant's Full Name: _____

Street Address: _____ City/zip: _____

Telephone: _____

The following information will be used for mandatory criminal background check conducted prior to employment.

Date of Birth: _____ MI Driver's License Number: _____

Employment Desired:

Position: _____ Date you can start: _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Ever applied to this agency before? _____ If so, when? _____

Please list your employers starting with the most recent:

Employer: _____ Telephone: _____
Address: _____ Supervisor: _____
Position held: _____ Date of employment: _____

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Position held: _____ Date of employment: _____

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EDUCATION

School/ College/ University: _____

Location: _____ Diploma/Degree? _____

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Location: _____ Diploma/Degree? _____

Please list any special training, titles and or certificates: _____

Please list three personal references (non-related) who can speak in regards to your qualifications.

Name: _____ Telephone: _____
Years acquainted: _____ Relationship: _____

Name: _____ Telephone: _____
Years acquainted: _____ Relationship: _____

Name: _____ Telephone: _____
Years acquainted: _____ Relationship: _____

North Ottawa County Council on Aging: Application and Background Check Information.

I certify that the facts in this application are true and complete to the best of my knowledge. I understand that falsified statements on this application may be grounds for termination of employment through NOCCOA.

I authorize the investigation of all statements contained herein and the references listed to give any and all information concerning my previous employment or experience.

I understand that you will complete a criminal background check with the Michigan State Police prior to any employment through NOCCOA.

Signed: _____ Date: _____

All activities of NOCCOA are administered without regard to Race, Color, National Origin, Sex, Disability, Age, Political Beliefs, or Religion in accordance with Federal/State laws and regulations pertaining thereto.