



**King & MacGregor Environmental, Inc.**

Careful and thoughtful completion of this application is an important step in our consideration of individuals for employment. Please complete the entire application. Use a ballpoint pen. Ask for an extra piece of paper if you need to clarify any response. Your application must also specify the position for which you are applying. Stating that you will do "anything" is indefinite and may result in your application not being accepted by the King & MacGregor Environmental, Inc. Your application will be considered active for sixty (60) days.

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (MI)

Telephone No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_ Length of time at this address: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
\_\_\_\_\_ Length of time at this address: \_\_\_\_\_

How many years have you lived in this city? \_\_\_\_\_

What job position are you applying for? \_\_\_\_\_ Rate of pay expected \_\_\_\_\_

1. \_\_\_\_\_ \$ \_\_\_\_\_ /per \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_ /per \_\_\_\_\_

Do you want to work? Full-Time  Part-Time  If hired, when can you start? \_\_\_\_\_

If applying for part-time, what hours and days are you willing to work? \_\_\_\_\_

Have you ever applied for work with us before? Yes  No

If yes, when: \_\_\_\_\_

Are you able to do the job(s) for which you are applying? Yes  No  If not, please explain: \_\_\_\_\_

List anyone you know who works for us: \_\_\_\_\_

Do you have any skills, qualifications or experiences which you feel would especially fit you for work with us? \_\_\_\_\_

Have you ever served in the U.S. Armed Forces Service? Yes  No

From \_\_\_\_\_ To \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Duties: \_\_\_\_\_

Rank or rating at time of enlistment: \_\_\_\_\_

Rating at time of discharge: \_\_\_\_\_

Were you dishonorably discharged?

Yes

No If yes, explain \_\_\_\_\_

Are you 18 years of age or older? Yes  No

Have you ever been convicted of a crime? Yes  No  If yes, explain when, where and the nature of the offense \_\_\_\_\_

Are there any felony charges pending against you now? Yes  No  If yes, describe \_\_\_\_\_

**Application for Employment**

King & MacGregor Environmental, Inc. • 2520 Woodmeadow Drive SE • Grand Rapids, MI 49546  
Tel: (616) 957-1231 • Fax: (616) 957-2198

Are you authorized to work in the United States? Yes  No

**EDUCATION**

School	Name of School	Number of Years Attended	Date Graduated	City/State	Course
Grammar					
High School					
College					
Other					

**PRIOR WORK EXPERIENCE**

Name and Address of Employer	Dates of Employment		Reason for leaving	Type of work done	Starting pay	Ending pay
	From	To				

**BUSINESS REFERENCES**

Name	Address and Telephone No.	Occupation

**APPLICANT'S CERTIFICATION AND AGREEMENT***PLEASE READ CAREFULLY*

1. **Certification of Truthfulness** I certify that all statements on this Application for Employment are made truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false will be sufficient reason for not being employed, or if employed my result in my dismissal.
2. **Authorization for Employment/Educational Information** I authorize the references listed in the Application for Employment, and any prior employer, educational institution, or any other persons or organizations to give King & MacGregor Environmental, Inc. any and all information concerning my previous employment/educational accomplishments, disciplinary information or any other pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I hereby waive written notice that employment information is being provided by any person or organization.
3. **Employment at Will** If I am hired, in consideration of my employment, I agree to abide by the rules and policies of King & MacGregor Environmental, Inc., including any change made from time to time, and agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of the either King & MacGregor Environmental, Inc. or myself. I understand that no manager or other representative of King & MacGregor Environmental, Inc., other than the Personnel Director, has any authority to enter into any agreement for employment for any specific or indefinite period of time, or to make any agreement contrary to the foregoing. Any such agreement made by the Personnel Director must be made in writing to be effective.
4. **Authorization to Work** If I am selected for hire, I will be offered employment provided I verify that I am authorized to work as requested by the Immigration Reform and Control Act of 1986.
5. **Need for Accommodation** If I am a handicapper who requires an accommodation to perform the job, I must notify King & MacGregor Environmental, Inc. of that need within 182 days after I knew or reasonably should have known that an accommodation was needed. Failure to do so will bar me from alleging that King & MacGregor Environmental, Inc. has not accommodated me as required by law.
6. **Criminal Records Check** I agree to execute an authorization for this employer to secure criminal conviction history from the appropriate law enforcement agency, should King & MacGregor Environmental, Inc. determine it is necessary to do so.
7. **Release of Medical Information** I authorize every medical doctor, physician or other healthcare provider to provide any and all information, including but not limited to, all medical reports, laboratory reports, X-rays or clinical abstracts relating to my previous health history or employment in connection with any examination, consultation, test or evaluation. I hereby release every medical doctor, healthcare personnel and every other person, firm, officer, corporation, association, organization or institute which shall comply with the authorization or request made in this respect from any and all liability. I understand that this release will not be sent to my physician or other healthcare provider until a job offer has been made.
8. **Physical Exam and Drug and Alcohol Testing** I agree to take a physical exam and authorize King & MacGregor Environmental, Inc. or its designated agent(s) to withdraw specimen(s) of my blood, urine or hair for chemical analysis. One purpose of this analysis is to determine or exclude the presence of alcohol, drugs or other substances. I understand the decisions concerning my employment will be made as a result of this test.
9. **Psychological/Physical Testing** If offered employment, I agree to submit to any psychological or physical testing which may be necessary to determine my ability to perform the job for which I am being considered. I further authorize any physician or entity conducting such medical examination to release the results of such examination to King & MacGregor Environmental, Inc..
10. **Protected Disability** I also understand that if I have a protected disability that affects my ability to do the job I seek, I may ask King & MacGregor Environmental, Inc. to attempt to make a reasonable accommodation for it. I must make my request in writing to the personnel department as soon as possible after the date I know that accommodation is needed.
11. **Driving Records Check** If applying for a position that requires driving a company vehicle, I authorize King & MacGregor Environmental, Inc. and its agents the authority to make investigations and inquiries of my driving record.
12. **Fringe Benefits** In accepting employment with King & MacGregor Environmental, Inc., I agree to accept all fringe benefits when eligible as provided now or in the future. I understand that it is my responsibility to provide documentation for verification of eligibility for fringe benefits as well as information regarding mailing address, telephone numbers or contact arrangements, withholding exemptions and dependent information. King & MacGregor Environmental, Inc. shall rely on the most recent information for all purposes.
13. **Consideration of Employment** I understand that my application will be considered pursuant to King & MacGregor Environmental, Inc.'s normal procedures for a period of sixty (60) days. If I am still interested in employment thereafter, I must reapply.

I have read and understand items one through thirteen above and acknowledge that with my signature below.

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 Date

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 Applicant's Signature