

**NOTICE TO APPLICANT**  
**DO NOT RETURN THIS NOTICE WITH THE APPLICATION**



**Applications:**

- Applications will only be accepted and reviewed for current advertised and/or posted positions and will be retained on file for a period of one year. Applications that indicate a position that is currently not posted or are for a position of "Any" or "All" or are left blank will not be accepted. A separate application must be completed for each position you are applying for.
- Applications received after the deadline will not be considered.
- Applications must be received by the Human Resource office no later than 5:00 p.m. on the last day of the posting period as established in the official job announcement.
- Applications must be filled out completely. If not applicable, write N.A. Incomplete forms will not be accepted
- Applications should clearly show that the minimum qualifications are met.
- All statements made on the application are subject to verification.
- If you have a disability which impairs your ability to apply for a position, please be advised that this office will, upon request, provide assistance in reading or completing the application, as needed.

**Transcripts and/or Certifications:** the applicant must provide required copies of college transcripts and/or certifications/licensure before the application deadline.

**Resumes:** Resume submission is not an application for a position. An individual must complete our standard application form.

**Change of Address:** Applicants are responsible for notifying the Human Resource office of any change of address and/or phone number.

**Hiring Procedures and Standards:** Applications are not reviewed until after the posting period has closed. They are thoroughly screened on the basis of job related criteria such as skill level, work experience, education and training. "Experience" means full-time, paid experience unless announcement states otherwise. Minimum qualification requirements must be met by the close of the posting period. **The most qualified applicants are referred for interviews.**

**Pre-Employment Medical Examination:** Applicants selected for employment will be required to undergo and successfully complete a Division-paid post-job offer physical assessment and examination and drug test prior to starting work.

**Probationary Period:**

All new full-time and part-time employees shall be required to serve a 1040 hour probationary period. Probationary employees must attain at least a satisfactory performance rating during the probationary period in order to become a seniority employee. Probationary employees will be evaluated a minimum of three times in writing by the supervisor or his/her designee. Until an employee has satisfactorily completed the probationary period, he/she may be disciplined, laid-off, recalled, terminated, or discharged by the Division without recourse to the Grievance Procedure. Until an employee has satisfactorily completed his/her probationary period, employment is "at will" and subject to termination at any time during said probationary period for any reason or for no reason at all, with or without notice, by the Division. Any absences from work during the probationary period shall extend the probationary period accordingly.

**Identity and Employment Eligibility:** Candidates appointed to any position with Genesee County, Division of Water and Waste Services, must, prior to the first day of work, provide original documents as required under the Immigration Reform and Control Act of 1986 to verify their legal right to be employed in the United States.

**Applications can be mailed to or dropped off at:**

**Genesee County Division of Water & Waste Services, G-4610 Beecher Road, Flint, MI 48532**  
Attention: Human Resources. Applications can be emailed to: [hr@gcdcwws.com](mailto:hr@gcdcwws.com)

**APPLICATION FOR EMPLOYMENT**

<b>APPLICANT INFORMATION</b>			
Last Name	First	M.I.	Date
Street Address		Apartment/ Unit #	
City	State	Zip	
Preferred Phone	E-mail Address <i>(required):</i>		
Position Applied for <i>(please refer to the first bullet point on the attached NOTICE TO APPLICANT):</i>			
Have you ever been convicted of a felony?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain:			
Are you related to any current employee of the Water & Waste or Surface Water?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes who:			
Have you submitted an application with GCDC-WWS before:    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes when and for what position(s):			
Have you ever been employed by GCDC-WWS before:    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes when and in what capacity:			

<b>DRIVER INFORMATION (MUST BE COMPLETED)</b>		
Type of valid Michigan Driver's License you currently hold:	<input type="checkbox"/> None <input type="checkbox"/> Operator <input type="checkbox"/> Chauffeur <input type="checkbox"/> CDL <input type="checkbox"/> Other State Issued_____	
If you currently hold a Michigan CDL please check which designations and endorsements you have:	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C    Endorsements: <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> T <input type="checkbox"/> X <input type="checkbox"/> H <input type="checkbox"/> F	
List any moving violations, driving restrictions, or accidents within the last five years, (not parking):	MONTH & YEAR	DESCRIPTION
If additional space is needed add on a separate sheet	MONTH & YEAR	DESCRIPTION

EDUCATION				
<b>High School</b>		City & State		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Vocational</b>		City & State		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Major and /or Degree
<b>Community College</b>		City & State		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Major and /or Degree
<b>College (Undergrad)</b>		City & State		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Major and /or Degree
<b>College (Graduate)</b>		City & State		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Major and /or Degree
<b>Other (Specify)</b>		City & State		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Major and /or Degree

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

SKILLS
List types of equipment that you can operate:
Computer Training? Yes _____ No _____ If Yes, Please indicate those systems and software packages with which you are familiar
Relevant Training <i>(attach additional training to this form if necessary)</i> :
Name of Course: _____ Sponsor Name _____ Date Completed _____
Name of Course: _____ Sponsor Name _____ Date Completed _____

ADDITIONAL INFORMATION
To assist us in properly assessing your qualifications use the space below to present any additional information relevant to employment with GCDC-VWS (include experiences, skills, hobbies, volunteer work, etc. not covered above).

**COMPLETE ALL FIELDS, "SEE RESUME" IS NOT ACCEPTABLE; LIST MOST RECENT FIRST**

**PREVIOUS EMPLOYMENT**

Employer		Phone	
City & State		Supervisor	
Job Title		Ending Salary	\$ per hour
Duties			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If no why?

Employer		Phone	
City & State		Supervisor	
Job Title		Ending Salary	\$ per hour
Duties			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If no why?

Employer		Phone	
City & State		Supervisor	
Job Title		Ending Salary	\$ per hour
Duties			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If no why?

Have you ever been dismissed from employment, refused employment, or been subjected to disciplinary action while in any position?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If Yes, explain:
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PLEASE READ AND SIGN BELOW

I certify that the facts set forth in this Application for Employment, in my resume and in the other materials I have submitted are true and complete. I understand that any false, misleading or incomplete information will result in disqualification from employment with the Genesee County Drain Commissioner (the "Commissioner" or "the Employer"), or in dismissal from employment if an offer of employment has been made and accepted.

I hereby authorize the Employer to contact all my former and current employers, educational institutions and the other references I have provided regarding me and my performance record and work, academic and/or military experience.

I hereby authorize my current and former employers to disclose to the Division all requested information, including but not limited to, any information concerning any unprofessional conduct by me, and to make available to the Division copies of all documents maintained in my personnel record.

I also hereby release the Employer and its employees and agents, and all of my former and current employers, educational institutions, and the other references I have provided, from any and all liability and damages for releasing in good faith, or using, information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the Employer or any former or current employer, that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the Employer may conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search to the Employer. I further hereby release the individual or entity conducting the search, the Employer, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that criminal convictions may result in disqualification from employment with the Employer or in dismissal from employment if an offer has been made and accepted.

In consideration of my employment, I agree and understand that, subject to any collective bargaining agreement applicable to me, my employment and compensation can be terminated with or without cause, with or without notice, at either my option or at the option of the Employer, it being mutually understood and agreed that my relationship with the Employer is one of employment at will and no representative of the Employer, has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing. I hereby consent to having a physical examination and/or test(s) conducted by a physician or other professional of the Employer's choice, including but not limited to drug and/or alcohol testing, and understand that any offer of employment is conditioned upon the results of this examination(s) and/or test(s).

Subject to any collective bargaining agreement applicable to me, I agree not to commence any action or suit relating to my employment with the Employer more than 180 days after the occurrence of the facts giving rise to the claim, or more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all polices, rules and regulations, as amended from time to time, of the Employer.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

### VOLUNTARY EEO IDENTIFICATION

Federal Government Guidelines require that we collect the following information on all applicants for employment. The data collected will be maintained in confidential Human Resources' files for statistical Equal Employment Opportunity purposes.

**You are not required to give this information.**

**CHECK ONE:**

I will provide the following information.  I prefer not to provide the following information.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**POSITION APPLIED FOR:** \_\_\_\_\_

**GENDER:**

(Please check one of the options below)

Male  Female

**Date of Birth** \_\_\_\_\_

mm/d/yyyy

**RACE/ETHNICITY:**

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of 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

**WHERE DID YOU LEARN ABOUT THIS JOB?**

- Walk-in
- Division Employee \_\_\_\_\_
- Internet \_\_\_\_\_
- Newspaper \_\_\_\_\_
- Other \_\_\_\_\_

**CHECK THE HIGHEST GRADE COMPLETED**

<b>GRADE</b>	1	2	3	4	5	6	7	8	9	10	11	12	<b>COLLEGE</b>	1	2	3	4	5	6	7	8	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>