

**The Henry Ford**  
**P.O. Box 1970, Dearborn, MI 48121-1970**  
**EMPLOYMENT HOTLINE 313-982-6090**  
*An Equal Opportunity Employer*  
**APPLICATION FOR EMPLOYMENT**

**PERSONAL DATA**

Last Name	First Name	M.I.	Email	Today's Date
Present Address	City	State	Zipcode	Phone Number ( )
Permanent Address (if different than above)	City	State	Zipcode	Phone Number ( )
Alternate Phone Number ( )	Are you a former employee of The Henry Ford? yes <input type="checkbox"/> or no <input type="checkbox"/>		If yes, where did you work (unit name) & dates?	
If you have worked or attended school under another name(s) please indicate name(s) & dates used:				
Are you 18 or older? yes <input type="checkbox"/> or no <input type="checkbox"/>	If no, are you 16 or older? yes <input type="checkbox"/> or no <input type="checkbox"/>	Are you legally authorized to work in this country? yes <input type="checkbox"/> or no <input type="checkbox"/>		

**EMPLOYMENT HISTORY**

List all the employment (Include U.S. Military Service)  
 Start with present or most recent position. Use additional pages when necessary. "See Resume" is not acceptable.

May we contact your present employer? yes <input type="checkbox"/> or no <input type="checkbox"/>				Date available for employment:			
Company/Employer Name & Address	Dates From/To	Position Held	Wage	Name of Supervisor	Briefly Describe your Duties	Reason for Leaving	Hours per week
	/						
	/						
	/						
	/						

Have you ever been convicted of a crime? \* yes  or no  If yes, list where, when, nature of offense: \_\_\_\_\_

*\*Answering yes to this question will not automatically result in your being denied employment.*

Are there any felony charges pending against you currently? yes  or no  If yes, please explain: \_\_\_\_\_

Do you have any relatives employed by this organization? yes  or no  If yes, give name and unit (department): \_\_\_\_\_

## EDUCATION

SCHOOL	NAME & LOCATION	DIPLOMA/DEGREE	DATES	HIGHEST GRADE OR YEARS COMPLETED
HIGH SCHOOL				
COLLEGE (undergraduate)				
COLLEGE (graduate)				
OTHER				
List special training or skills. (keyboarding, computer knowledge, lifeguarding, C.P.R., crafts, languages, carpentry, masonry, etc.)				

The Henry Ford is a seven-day operation and you may be required to work weekends, as well as holidays.

## AVAILABILITY

Sunday From/To	Monday From/To	Tuesday From/To	Wednesday From/To	Thursday From/To	Friday From/To	Saturday From/To
/	/	/	/	/	/	/

Are you available for weekend work year-around?    yes  or no     Are you available for weekday work year-around?    yes  or no

*I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of any of this information may result in dismissal at the sole discretion of The Henry Ford. I agree not to begin any action or suit relating to my employment (or this application) more than 6 months after the date of termination of such employment (or the date of this application) and waive any contrary statute of limitations. Any term of this application found to be legally unenforceable as written may be limited to allow enforcement as far as legally possible. I authorize the references listed to give The Henry Ford any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, excluding health or other legally protected information and release all parties including The Henry Ford from all liability for any damage that may result from furnishing same. In consideration of my employment, I agree to conform to the rules and regulations of The Henry Ford and understand that my employment is at will and can be terminated, or my compensation modified, with or without cause and with or without notice at any time at the option of either The Henry Ford or myself. I certify that no representations, either oral or written, contrary to at-will employment status have been made to me and that any previous understanding contrary to at-will status of employment is canceled. I further understand that no person has any authority to enter into any agreement contrary to the foregoing, except by a written agreement signed by the Director of Human Resources of The Henry Ford. This application will be considered active for up to 45 days after submission. To be considered for job openings which occur after that, I must submit a new application.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Henry Ford is an equal opportunity employer and does not discriminate on the basis of race, sex, color, religion, national origin, marital status, height, weight, age, unrelated disability or other legally protected status.

## The Henry Ford EMPLOYMENT INTEREST FORM

Where did you first hear of employment opportunities with The Henry Ford?

Applicant Last Name

Applicant First Name

List your job choice in order of preference:  
(Please do not write in the shaded areas, they are for staff use.)

1) \_\_\_\_\_

Team Leader			
Dated Received		Date Routed	

2) \_\_\_\_\_

Team Leader			
Dated Received		Date Routed	

3) \_\_\_\_\_

Team Leader			
Dated Received		Date Routed	

4) \_\_\_\_\_

Team Leader			
Dated Received		Date Routed	

Keyed

THF 2000