

Application for Employment

All qualified applicants will receive consideration without discrimination based upon race, color, religion, sex, national origin, citizenship, age, height, marital status, veteran status, handicap, or other protected category.



2595 Bellingham
Troy, Michigan 48083

248.823.5400
Fax 248.823.5401

www.navbus.com

Position: _____

Salary: _____

Name: _____

Address: _____

How long have you lived at this address?: _____

Previous Address: _____

Phone Number: _____

List **every** state you **lived in** or **worked in** over the past seven years: _____

Have you ever worked for this company or any other employer under a different name than above? Yes No If Yes, what name? _____

Have you been given a job description or had the requirements of the job explained to you? Yes No

Do you understand these requirements? Yes No

Are you able to work the schedule for this position? Yes No

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? Yes No

Have you ever applied to this company before? Yes No

If Yes, when? _____

Do you have the legal right to work in the United States? Yes No

Are you at least 18 years of age or older? Yes No

Have you ever plead guilty or "no contest" to a crime or been **convicted** of a crime?

Yes No If Yes, when? _____ Where? _____

What was the nature of the offense? _____

Are there any felony charges pending against you? Yes No

If Yes, explain: _____

Note: A conviction record will **not** necessarily bar employment. Factors such as age, seriousness and nature of violation and rehabilitation will be considered. Nor will a dishonorable discharge from the military necessarily bar employment.

U.S. Military or Naval Service: _____

Rank Upon Discharge: _____

Type of Discharge: _____



Work Experience:

Name of most recent or current employer: _____

Address: _____

Supervisor's Name: _____

Job Title: _____

Responsibilities: _____

Dates of Employment: _____

Salary: _____

State **each and every** reason for leaving and/or termination of employment:

May we call your present employer for a **reference** and **confirmation** of the above information? Yes No If No, Why? _____

Name of next most recent employer: _____

Address: _____

Supervisor's Name: _____

Job Title: _____

Responsibilities: _____

Dates of Employment: _____

Salary: _____

State **each and every** reason for leaving and/or termination of employment:

May we call your present employer for a **reference** and **confirmation** of the above information? Yes No If No, Why? _____

Name of next most recent employer: _____

Address: _____

Supervisor's Name: _____

Job Title: _____

Responsibilities: _____

Dates of Employment: _____

Salary: _____

State **each and every** reason for leaving and/or termination of employment:

May we call your present employer for a **reference** and **confirmation** of the above information? Yes No If No, Why? _____

Education

School	Course of Study	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special Courses/Seminars:

Certifications/licenses:



Have you ever been discharged, fired, or involuntarily terminated from a job? Yes No
 If Yes, give the date, employer, contact person at the employer, and the reason for your discharge, firing or involuntary termination. _____

Personal References:

List persons who know you well other than relatives and previous employers:

Name: _____ Occupation: _____

Address: _____

Phone Number: _____ Number of Years Known: _____

Name: _____ Occupation: _____

Address: _____

Phone Number: _____ Number of Years Known: _____

Name: _____ Occupation: _____

Address: _____

Phone Number: _____ Number of Years Known: _____

Applicant Certification: PLEASE READ BEFORE SIGNING. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of knowledge and belief. I understand that statements made are subject to verification and that any misrepresentation, fraud, or omission of material facts may result in denial for employment or used for disciplinary action, including dismissal, after employment.

I hereby authorize representatives of NBS to contact (unless otherwise noted), organizations (including employers and schools) and individuals listed for the purpose of establishing or verifying my qualifications, work history, and work habits in connection with this application for employment. I understand and acknowledge that such information will be used confidentially and for the purpose of employment decisions only. It will not become part of my personnel records once I am employed and will not be available for review by me.

Signature: _____ Date: _____