



# Edsel & Eleanor Ford House

1100 Lake Shore Road  
Grosse Pointe Shores, MI 48236  
Phone: (313) 884-4222 Fax: (313) 884-5977 Website: www.fordhouse.org  
Ford House is an Equal Opportunity Employer.

## APPLICATION FOR EMPLOYMENT

### Personal Information

Last Name		First Name		Middle Name/Initial	
Street Address		City		State	Zip
Area Code-Phone Number	Cell Phone Number	Email Address		Other Name(s) You Have Used	

Have you passed your 18<sup>th</sup> birthday? Yes  No

Are you a U.S. Citizen or otherwise authorized to work in the U.S.? Yes  No

Are you related to anyone who is a Ford House employee or a member of the Ford House Board of Trustees?

Yes  No

If "Yes", state the name(s) and relationship(s) of your relative(s).

Have you worked previously for Ford House?

Yes  No

If "Yes", state previous position and dates of employment.

Have you ever been dismissed or asked to resign from any employment position?

Yes  No

If "Yes", please explain.

Have you ever pled guilty, no contest or been convicted of a misdemeanor or felony? Yes  No

Are there any felony charges pending against you? Yes  No

If you answered "Yes" to either of the questions above, please explain. Include the charge, date, and disposition. Please note: Ford House conducts criminal history checks on all new hires. Answering "Yes" to either of these questions will not automatically disqualify you from employment. All circumstances will be considered.

### Position Desired

First Choice	Second Choice
--------------	---------------

How did you learn of this position?

Are you able to perform, with or without accommodation, the tasks involved in the job(s) for which you have applied?

Answer only if you have been informed about the requirements of the position(s) for which you are applying.

Yes  No

If "No", please explain.

### Education

	School Name	City and State	Subject/Major	Degree or Highest Level Completed
High School				
Colleges/ Universities/ Other				

**Employment History** - Complete this section fully. Do not substitute a resume. Start with your most recent job; list all jobs you have held. Include any military experience and specify the type of discharge. Use additional sheets if necessary.

From:Mo/Yr	To:Mo/Yr	Title of Position	Hours/Week	Ending Pay
Name of Company/Employer		Name of Supervisor	Area Code	Phone Number
Address of Employer		Your Duties		
City	State	Zip	Reason for Leaving	

From:Mo/Yr	To:Mo/Yr	Title of Position	Hours/Week	Ending Pay
Name of Company/Employer		Name of Supervisor	Area Code	Phone Number
Address of Employer		Your Duties		
City	State	Zip	Reason for Leaving	

From:Mo/Yr	To:Mo/Yr	Title of Position	Hours/Week	Ending Pay
Name of Company/Employer		Name of Supervisor	Area Code	Phone Number
Address of Employer		Your Duties		
City	State	Zip	Reason for Leaving	

From:Mo/Yr	To:Mo/Yr	Title of Position	Hours/Week	Ending Pay
Name of Company/Employer		Name of Supervisor	Area Code	Phone Number
Address of Employer		Your Duties		
City	State	Zip	Reason for Leaving	

**Applicant Statement** - Please read the following statement carefully.

The facts set forth in this application, my resume, and any other materials I have provided are true and complete. I understand that any false, misleading, or incomplete information may disqualify me from employment with Ford House or result in my dismissal from employment. I authorize Ford House to make any investigation into my background it deems necessary. I authorize third parties (e.g., current and former employers, law enforcement organizations, financial and educational institutions) to furnish to Ford House any information (other than medical or disability information) considered relevant in their discretion to my application for employment including criminal and driving history, and release all persons and organizations from any liability for furnishing such information. I waive my right to receive notification under the Bullard Plawecki Employee Right to Know Act of 1978. If employed by Ford House, I understand my employment is at-will and may be terminated with or without cause or notice, at any time, at the option of either Ford House or me. I acknowledge that no representations, oral or written, to the contrary have been made to me and that any pre-existing understandings which contradict an at-will status of employment are canceled. I understand that no employee or representative of Ford House has any authority to enter into any agreement for any specified period of time or to make an agreement contrary to the foregoing, except for a written employment agreement that is signed by the President and approved in writing by the Chairman of the Board of Trustees. I agree not to begin any action or lawsuit relating to employment with Ford House more than 180 days after the date of the termination of such employment or such time that may be deemed reasonable in the scope of law. I waive any statute of limitations to the contrary. I consent to having a physical examination, drug and/or alcohol test and understand that any offer of employment may be conditioned upon the results. If employed I agree to abide by all policies, rules and regulations of Ford House as amended from time to time.

My signature below indicates I have read the above paragraph and agree to all of its provisions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date