



➔ MAIL COMPLETED APPLICATION TO: Mackinac State Historic Parks, Box 873, Mackinaw City, MI 49701 231-436-4100  
 Only applicants invited to interview will be contacted ~ Visit our web page at [www.MackinacParks.com](http://www.MackinacParks.com)

**PERSONAL INFORMATION**

Type or complete with blue or black ink. Please sign application on back page.

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 Last First Middle Initial

CURRENT ADDRESS \_\_\_\_\_  
 Number Street City State Zip Code

PERMANENT ADDRESS \_\_\_\_\_  
 Number Street City State Zip Code

CURRENT PHONE NO. ( ) \_\_\_\_\_ PERMANENT PHONE NO. ( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ Are you at least 18 years old or older?  No  Yes

Have you ever worked under a different name? List Name \_\_\_\_\_ Can you legally work in the U.S.?  No  Yes

**POSITION DESIRED**

May apply for more than one position on one application. Indicating a site preference does not guarantee assignment to that workstation.

POSITION(S) APPLIED FOR: 1. \_\_\_\_\_ 2. \_\_\_\_\_

SITE DESIRED: 1. \_\_\_\_\_ 2. \_\_\_\_\_ STATUS DESIRED  Seasonal  Full-time  Part-time

DAYS AVAILABLE FOR WORK:  Whatever days job requires  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

HOURS/SHIFT(S) AVAILABLE: \_\_\_\_\_

AVAILABLE START DATE: \_\_\_\_\_ THROUGH ENDING DATE: \_\_\_\_\_

Have you ever been employed by Mackinac State Historic Parks or a Michigan State Park?  No  Yes

If yes, where and job title? \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

**SKILLS AND ABILITIES**

Personal computer?  No  Yes What type & software used \_\_\_\_\_ # Years? \_\_\_\_\_

Cash Register?  No  Yes Type \_\_\_\_\_  Computerized - # Years? \_\_\_\_\_  Manual - # Years? \_\_\_\_\_

Have you supervised employees in the past (or currently supervise)?  No  Yes If yes, how many employees? \_\_\_\_\_

Do you speak a foreign language(s)?  No  Yes If yes, language(s) \_\_\_\_\_

How/where did you learn of our positions (i.e. **specific** web site, newspaper)? \_\_\_\_\_

[Seasonal positions] Have you ever played a musical instrument(s)?  No  Yes If yes, please list \_\_\_\_\_

**CRIMINAL RECORD**

Have you ever been convicted of a crime?  No  Yes Date \_\_\_\_\_ Where \_\_\_\_\_

Have you ever been convicted of a felony?  No  Yes Date \_\_\_\_\_ Where \_\_\_\_\_

Charge \_\_\_\_\_ Disposition \_\_\_\_\_

Do you have any felony charges pending against you at present?  No  Yes If you answered "yes" to any of these questions, please explain \_\_\_\_\_

**EDUCATION AND TRAINING**

SCHOOL	NAME	STREET ADDRESS with CITY, STATE, ZIP CODE	TYPE OF DIPLOMA OR DEGREE RECEIVED	COLLEGE MAJOR
High School				
College/School				
College/School				

Please list any extra curricular activities or educational experiences relevant to the position(s) applied for: \_\_\_\_\_

**WORK EXPERIENCE**

➔ PLEASE COMPLETE ALL SECTIONS, REGARDLESS OF WHETHER OR NOT RESUME IS ATTACHED

List All Paid Employment - Last or Present Position First (Use additional sheets if necessary)

Mackinac State Historic Parks     May     May Not    contact your present employer

DATES FROM      TO		NAME AND ADDRESS OF EMPLOYER	LAST RATE OF PAY	SUPERVISOR'S NAME/TITLE/PHONE	REASON FOR LEAVING
Mo/Date/Yr	Mo/Date/Yr				

**State title and describe in detail the work you did and skills acquired.**

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DATES FROM      TO		NAME AND ADDRESS OF EMPLOYER	LAST RATE OF PAY	SUPERVISOR'S NAME/TITLE/PHONE	REASON FOR LEAVING
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Mo/Date/Yr	Mo/Date/Yr				

**State title and describe in detail the work you did and skills acquired.**

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**REFERENCES**

Please list three work-related references (no relatives) who have known you for at least one year- preferably a supervisor:

- |      |                |                       |                        |
|------|----------------|-----------------------|------------------------|
| Name | Street Address | City, State, Zip Code | Phone No. w/ Area Code |
|------|----------------|-----------------------|------------------------|
- |      |                |                       |                        |
|------|----------------|-----------------------|------------------------|
| Name | Street Address | City, State, Zip Code | Phone No. w/ Area Code |
|------|----------------|-----------------------|------------------------|
- |      |                |                       |                        |
|------|----------------|-----------------------|------------------------|
| Name | Street Address | City, State, Zip Code | Phone No. w/ Area Code |
|------|----------------|-----------------------|------------------------|

**TRANSPORTATION INFORMATION**

COMPLETE THIS SECTION **ONLY** IF YOU ARE APPLYING FOR A POSITION IN PARK OPERATIONS

- Do you possess a valid Michigan driver's license?     No     Yes
- Do you have reliable transportation?     No     Yes
- Do you possess a CDL?     No     Yes    *If yes, indicate CDL Class & Expiration Date*

**DRUG TESTING & CRIMINAL RECORDS CHECK**

Applicants may be required to submit to, and pass, a pre-employment drug test; the results of the test must be negative to be hired by Mackinac State Historic Parks. Applicants may also undergo a criminal records check. By signing below you authorize all law enforcement agencies to disclose any criminal record.

I certify that all of the information now and hereafter given by me in support of my Application for Employment is true and complete. I authorize you to verify any of the information concerning my employment, education, credit, disciplinary or medical history with the appropriate individuals, companies, institutions or agencies and I authorize them to release such information as you require, including my prior employment disciplinary records, without obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of such inquiries and disclosures. I understand that the giving of any false information in support of my Application may result in denial of my Application or in my immediate discharge at any time during my employment. For purposes of this Authorization and Waiver, a photocopy of my signature shall have the same force and effect as my original signature.

**Applicant's Signature** \_\_\_\_\_

**Date Signed** \_\_\_\_\_

**SEASONAL POSITIONS**

Please see our website for further information at [www.MackinacParks.com](http://www.MackinacParks.com).

Mackinac State Historic Parks is an Equal Opportunity Employer in compliance with all State or Federal Laws