

MACKINAC ISLAND CARRIAGE TOURS, INC. APPLICATION FOR EMPLOYMENT

Please print in ink. Application must be FULLY completed even if resume is attached.

DATE: _____

Mackinac Island Carriage Tours, Inc. ("Carriage Tours") is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, sex (including pregnancy and conditions related to pregnancy), weight, height, national origin, citizenship, disability, sexual orientation, transgender status, genetic information, marital or veteran status or any other status protected under applicable law.

This application for employment is active for a period of six months. Consideration for employment after six months has passed requires a new application. Candidates for employment will only be considered if they meet the minimum qualifications for the position they seek.

POSITION SOUGHT: _____
Please be specific

Can you perform the essential functions of the position identified above with or without a reasonable accommodation?
 YES NO

(If you have any questions concerning the essential functions of the position you seek, please ask the interviewer or request a job description before answering.)

Referred by: Advertisement Employment Friend/Relative/Employee Job Board/Website Walk in

AVAILABILITY:

When would you be available to begin work? _____ If the position you seek is temporary (seasonal), indicate the last date you are available for work: _____

PERSONAL

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Phone Numbers/e-mail: _____
Home Work Cell E-mail

Are you over the age of 18? YES NO (If no, you may be required to provide authorization to work)

Are you legally eligible to be employed in the United States? YES NO
(Proof of identity and eligibility will be required upon employment)

Have you EVER been convicted of a felony or misdemeanor? YES NO Do you currently have any pending felony charges against you? YES NO If you answered yes to either question, please explain. (A conviction or pending charges will not necessarily result in the denial of employment).

EDUCATION

| | Name and Location of School | Course of Study | No. of Years Completed | Diploma or Degree Received |
|-----------------------------------|------------------------------------|------------------------|-------------------------------|-----------------------------------|
| High School or GED | | | | |
| College/University | | | | |
| Graduate Work | | | | |
| Vocational or Trade School | | | | |
| Other (Please explain) | | | | |

SPECIAL SKILLS AND QUALIFICATIONS

| | | | | | |
|------------------------------|--|--|------------------------------|--|--|
| Data Entry | | | Word Processing | | |
| Other Software Skills | | | Other Software Skills | | |

Summarize any special skills and qualifications that you may possess that you feel may be job-related for the position you seek. **If seeking a position working with horses, describe your experience with horses in detail, especially draft horses:**

Do you belong to any professional, trade, business or civic organization which may be relevant to the position you seek? YES [] NO [] If yes, please explain and list any offices held. (Omit any organization which reflects your race, color, religion, age, sex, disabilities or other statuses protected by law)

PRIOR APPLICATION OR EMPLOYMENT WITH CARRIAGE TOURS

Have you applied for a job with Carriage Tours before? YES [] NO [] If YES, identify the position you sought and when _____

Have you worked for Carriage Tours before? YES [] NO [] If YES, identify the position you held and when: _____

Reason(s) for leaving: _____

CURRENT EMPLOYER:

Are you employed now? YES [] NO [] If presently employed, why are you considering leaving?

May we contact your current employer? YES [] NO []

EMPLOYMENT (Start with your present or most recent position. Account for ALL time including periods of unemployment. Use additional pages if necessary to account for ALL time.)

| | | | |
|---|---|--------------------------|------------------------------|
| Name of Employer: | | Telephone Number: () | |
| Full Address: (Including Street, City, State & Zip) | | Your Title: | Supervisor's Name and Title: |
| Date Employed " From " Month/Day/Year | Date Employed " To " Month/Day/Year | Beginning Pay | Final Pay |
| Reason(s) for Leaving: | | | |
| Describe the Work Performed: | | | |
| _____ | | | |
| _____ | | | |

| | | | |
|--|---|--------------------------|------------------------------|
| Name of Employer | | Telephone Number: () | |
| Full Address (Including Street, City, State & Zip) | | Your Title: | Supervisor's Name and Title: |
| Date Employed " From " Month/Day/Year | Date Employed " To " Month/Day/Year | Beginning Pay | Final Pay |
| Reason(s) for Leaving: | | | |
| Describe the Work Performed: | | | |
| _____ | | | |
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| Full Address (Including Street, City, State & Zip) | | | Supervisor's Name and Title: |
| Date Employed "From" Month/Day/Year | Date Employed "To" Month/Day/Year | Beginning Pay | Final Pay |
| Reason(s) for Leaving: | | | |
| Describe the Work Performed: | | | |
| _____ | | | |
| _____ | | | |

PERSONAL AND PROFESSIONAL REFERENCES

| | |
|-----------|-------------------|
| Name: | Telephone Number: |
| Employer: | Relationship |

| | |
|-----------|-------------------|
| Name: | Telephone Number: |
| Employer: | Relationship |

| | |
|-----------|-------------------|
| Name: | Telephone Number: |
| Employer: | Relationship |

ACKNOWLEDGMENT AND AGREEMENT

I certify and attest that the answers given on my resume and employment application and during all interviews are true and complete to the best of my knowledge and that I have not knowingly withheld any facts or circumstances or provided misleading information. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I agree that falsification or omission of any such information or providing misleading information constitutes sufficient reason for denying me employment or for discharge from my employment.

In consideration of my employment, I agree to conform to the rules, policies and regulations of Carriage Tours as they now exist or as they are hereafter modified. I further agree that my employment and compensation can be terminated, with or without cause, at any time, at the option of either Carriage Tours or myself. All employment is at-will. I understand that no representative of Carriage Tours other than its CEO has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and any such agreement must then be in a writing entitled "Employment Agreement" and executed by the CEO to be enforceable.

I agree that, to the extent permitted by law, any action or suit against Carriage Tours or its employees, owners or agents which arises out of my employment or termination of employment, including, but not limited to, claims arising under state or federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or be forever barred. This applies to the initial charge filed with the Equal Employment Opportunity Commission; provided that thereafter I am permitted to pursue litigation, if at all, as provided in the Commission's "Right to Sue" letter. I waive any longer, but not shorter, limitations periods to the contrary.

Under Michigan Law only, I understand that if I am unable to perform the duties outlined on the job description for the position I seek (or later hold) without an accommodation, I must notify Carriage Tours of my special need in writing within 182 days of the time I know or should have known of my need.

I understand that, after receiving an offer of employment, Carriage Tours may require, if it so chooses, the successful completion of physical or a drug test and/or a blood alcohol test as a condition of employment. By submitting this Application for Employment, I hereby consent to such tests, at Carriage Tours' sole discretion and agree that testing positive for drugs/alcohol constitutes sufficient reason for withdrawing the offer of employment or terminating my employment and that any offer of employment may be withdrawn if the physical indicates that I am unable to perform the essential functions of my position with or without a reasonable accommodation.

I authorize Carriage Tours to contact listed references, former employers, and any others who may have information concerning my application or qualification for employment. I also authorize a criminal background check. I release Carriage Tours, its employees, owners and agents, and those who supplied Carriage Tours with information from any liability or damages which may result from furnishing the requested information including my failure to be hired for the position for which I am applying. I agree that Carriage Tours shall have the right to terminate my employment based on any criminal record I may have that it deems relevant.

If employed, I agree I shall not engage in any outside activity which would involve a material conflict of interest with, or which could affect adversely, Carriage Tours. Whether I am deemed to have violated this term is at the sole discretion of Carriage Tours. If employed, I agree to hold in strictest confidence any information I obtain concerning Carriage Tours, its business operations, customers, and employees/agents and further agree to execute Carriage Tours' non-compete and confidentiality agreements if required to do so.

Applicant Signature

Dated: _____

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