

To The Applicant:

Thank you for your interest in employment with MRC.

Please read the following carefully; it explains what will happen to your application.

1. Applications are accepted for currently posted positions only. You must submit a separate application for each position you are interested in.
2. Applications received which do not identify interest in a specific open position will not be considered or retained.
3. After the open position is filled (typically 30 to 60 days), applications of other candidates are not retained on file. You must apply again for subsequent openings.
4. Resumes may be attached to the application form. However, the application must be filled out even if it duplicates information on the resume.
5. The application must be signed.
6. Please print in blue or black ink.
7. Please use an extra piece of paper to clarify any responses.
8. If you interview for an open position, you will be informed of your status within 30 days by phone, mail, or email.

MRC wishes you success in your employment seeking efforts.

DRUG-FREE WORKPLACE

If you are the final candidate for a position at MRC, you will be required to take and pass a drug test within 24 hours of a job offer as a condition of employment. MRC uses practices designed to detect the presence of unauthorized drugs or alcohol in employees including random drug testing.

Our goal is to maintain safe, healthy, and efficient working conditions for our clients, members, and staff.

OFFICE OF RECIPIENT RIGHTS SCREENING

If you are a final candidate for a direct care position and have previously worked for a mental health agency in Michigan, your name will be sent to the applicable Recipient Rights Office to screen for substantiated recipient rights violations.

DRIVING RECORD CHECK

If you are a final candidate for a driving position at MRC, you will be required to sign a release to authorize MRC to check your driving record history to ensure it meets the company's auto insurance criteria for company drivers.

MRC Industries, Inc.— An Equal Opportunity Employer
EMPLOYMENT APPLICATION

PLEASE PRINT IN INK

Date of application: _____

Name: _____ Home phone: _____
First MI Last Alternate phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Position for which you are applying: _____

Date available: _____ Rate of pay expected: \$ _____

Do you need full-time employment? Yes No
Will you consider part-time? Yes No
Temporary/On-call? Yes No
Are you 18 years old or older? Yes No
Have you ever been convicted of a crime? Yes No If yes, state the crime(s) and explain: _____

What source referred you to MRC? MRC employee Newspaper School posting Michigan Works Online
Other (please specify) _____

Do you have any employment or education records under a name other than the one listed above? Yes No

If yes, please list additional names: _____

For positions that require driving: Do you have a valid Michigan Driver's License? Yes No
Do you have reliable transportation available for on-the-job use? Yes No

EDUCATION

High School : _____ City, State: _____

Diploma/GED? Yes No

Name and location of school	Dates attended	Major/Minor	Graduated/Degree
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College _____

Other _____

Graduate _____

US MILITARY SERVICE

Branch of service: _____ From: _____ To: _____

Licensure (C.D.L., C.S.W., L.L.P., etc.) _____

Please list any additional, relevant education experience as well as skills, abilities, interests, etc. which you feel could be an asset:

WORK EXPERIENCE

List all jobs that you have held and periods of unemployment in the past ten (10) years. Put your present or most recent job first. If additional space is required, please attach sheets as necessary. Be sure to sign and date the attached sheets.

May we contact your current employer? Yes No If no, please explain: _____

From _____ To _____ Month/Year Month/Year	Name and address of employer: _____ _____
Title of your position: _____	
Duties of your position: _____ _____	
Name & title of supervisor: _____	
Salary \$ _____ per _____ Hours per week: _____	
Reason for leaving: _____	

From _____ To _____ Month/Year Month/Year	Name and address of employer: _____ _____
Title of your position: _____	
Duties of your position: _____ _____	
Name & title of supervisor: _____	
Salary \$ _____ per _____ Hours per week: _____	
Reason for leaving: _____	

From _____ To _____ Month/Year Month/Year	Name and address of employer: _____ _____
Title of your position: _____	
Duties of your position: _____ _____	
Name & title of supervisor: _____	
Salary \$ _____ per _____ Hours per week: _____	
Reason for leaving: _____	

From _____ To _____ Month/Year Month/Year	Name and address of employer: _____ _____
Title of your position: _____	
Duties of your position: _____ _____	
Name & title of supervisor: _____	
Salary \$ _____ per _____ Hours per week: _____	
Reason for leaving: _____	

MRC is an equal opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, age, sex, religion, national origin, height, weight, marital status, gender identity, or disability.

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date



ESSENTIAL FUNCTIONS STATEMENT

MRC Industries, Inc.

Administrative Offices & McKercher

1310 Bank St.
Kalamazoo, MI 49001
(269) 343-0747 phone
(269) 343-2007 fax
mrc@mrcindustries.org email

BridgeWays Case Management

1606 S. Burdick
Kalamazoo, MI 49001
(269) 552-3440 phone
(269) 552-5586 fax
bways@mrcindustries.org email

Connections

2901 S Westnedge
Kalamazoo, MI 49008
(269) 342-9320 phone
(269) 342-9368 fax
connects@mrcindustries.org email

Pathways Clubhouse

119 West Vine St.
Kalamazoo, MI 49001
(269) 342-0173 phone
(269) 342-0582 fax
pways@mrcindustries.org email

www.mrcindustries.org

KALAMAZOO COMMUNITY
Mental Health
& Substance Abuse
Services



Greater Kalamazoo
United Way

"Empowering people to succeed."

Position (use title from job description):

I have read the attached job description for this position and I believe I can perform the essential functions of the position with or without accommodation. (If using an MRC application printed from the website, a printed copy of the job description or posting must also be attached.)

Yes No

I also understand that if I have a protected disability that affects my ability to do the job I seek, I may ask MRC Industries, Inc. to attempt to make a reasonable accommodation for it. If this is the case, I must make my request in writing to the HR manager as soon as possible after the date I know, or reasonably should know, that accommodation is needed.

Signature

Date

Print Name