



PLAINFIELD CHARTER TOWNSHIP
6161 BELMONT AVENUE NE - P. O. BOX 365
BELMONT, MI 49306-0365

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

How Did You Learn About Us?

Advertisement _____ Friend _____ Walk-in _____ Relative _____
 Employment Agency _____ Other _____

Last Name	First Name	Middle Name
Address Number	Street	City
	State	Zip Code
Telephone Number(s)	Social Security Number	

Position(s) applied for	Date of Application

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ yes _____ no
 Are you currently employed? _____ yes _____ no
 May we contact your present employer? _____ yes _____ no
 Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? _____ yes _____ no

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: _____
 Full Time Part Time Shift Work Temporary/Seasonal

Are you currently on "lay-off" status and subject to recall? _____ yes _____ no
 Do you have reliable automobile transportation if the job requires it? _____ yes _____ no
 Have you been convicted of a felony? _____ yes _____ no

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Within the past 12 months have you habitually used any intoxicating beverages or drugs to excess?
 _____ yes _____ no

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	<hr/> Employer <hr/> Address <hr/> Telephone Number(s) <hr/> Job Title <hr/> Reason for Leaving	<hr/> Length of Service <hr/> Hourly Rate/Salary <hr/> Start <hr/> Final	<hr/> Work Performed <hr/> <hr/> <hr/>
2.	<hr/> Employer <hr/> Address <hr/> Telephone Number(s) <hr/> Job Title <hr/> Reason for Leaving	<hr/> Length of Service <hr/> Hourly Rate/Salary <hr/> Start <hr/> Final	<hr/> Work Performed <hr/> <hr/> <hr/>
3.	<hr/> Employer <hr/> Address <hr/> Telephone Number(s) <hr/> Job Title <hr/> Reason for Leaving	<hr/> Length of Service <hr/> Hourly Rate/Salary <hr/> Start <hr/> Final	<hr/> Work Performed <hr/> <hr/> <hr/>

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience

Education

	Elementary School	High School	Undergraduate College/University	Graduate/ Professional
School Name and Location	_____	_____	_____	_____
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree	_____			
Course of Study	_____	_____	_____	_____

Describe any specialized training, apprenticeship, skills and extra-curricular activities. _____

Describe any honors you have received. _____

State any additional information you feel may be helpful to us in considering your application. _____

List professional, trade, business or civic activities and offices held.

You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position? If you answer "Yes" give the name and address of employer, date and reason on a separate piece of paper. _____yes _____ no

Do you believe that you can effectively carry out all of the essential functions and necessary job assignments for the position in a safe and effective manner? _____ yes _____ no - Explain below

NOTE: A physical examination that includes a drug screen will be given prior to employment.

References

Give name, address and telephone number of three references that are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States military? _____ yes _____ no

If Yes, please describe _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

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

I hereby authorize my former employers to give any information regarding my employment including worker's compensation and alcohol and drug testing results together with any information they may have regarding me, whether or not it is on their records. I hereby release them and their company from all damages whatsoever for issuing same to Plainfield Township. I hereby authorize any police agency to give any information regarding any record they have on me and release them from any damage whatsoever for issuing same to Plainfield Township. I hereby authorize any educational institution listed on this application to release information regarding any record they may have on me and release them from any damages whatsoever for issuing same to Plainfield Township.

This application for employment shall be considered active for a period of time not to exceed 30 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.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

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

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview _____ Yes _____ No

Remarks _____

Employed _____ Yes _____ No Date of Employment _____
Job Title _____ Hourly Rate/Salary _____ Interviewer _____ Date _____
By _____ Department _____
Name and Title _____ Date _____

NOTES: _____
