



PITTSFIELD CHARTER TOWNSHIP
APPLICATION FOR EMPLOYMENT
 (AN EQUAL OPPORTUNITY EMPLOYER)

Return to:
 Human Resources Department
 6201 W. Michigan Avenue
 Ann Arbor, MI 48108

Failure to complete application in its entirety may result in the rejection of your application.

INSTRUCTIONS:

Please print the requested information in the spaces provided below.

Date of Application: _____ Date available to begin work: _____

PERSONAL INFORMATION

Last Name	First	Middle
Street Address		Home Telephone Number ()
City, State, Zip Code		Alternate Telephone Number ()
Email Address		

Are you legally eligible for employment in the U.S.?* Yes ___ No ___
<u>Police/Fire applicants only</u> – Are you a U.S. citizen? Yes ___ No ___
Are you 18 years or older? Yes ___ No ___
If related to anyone in our employ, state name and relationship to you. _____

* Pittsfield Charter Township conforms to the Immigration Reform and Control Act of 1986 which requires you to furnish documentation showing your identity and legal authorization to work in the United States once you have been offered employment.

EMPLOYMENT DESIRED

POSITION(S) APPLIED FOR:

PAY/SALARY DESIRED: _____

Kind of work sought? Full Time ____ Part Time ____ Seasonal ____ Other ____

If part time or seasonal, please specify days, hours or time of year sought: _____

Have you ever worked for another governmental entity? Yes ____ No ____

If YES, reason for leaving:

EDUCATION

Applicants for certain positions may be required to provide transcripts.

Education	Name and Location of School	No. of Years Completed	Course of Study	Degree(s) Earned
High School				
College/University				
Vocational/Trade/ Graduate School				

What languages, other than English, do you speak, read, or write? (Please check)

	() () ()
Language	Speak Read Write Level of Fluency

	() () ()
Language	Speak Read Write Level of Fluency

GENERAL

Do you have any special training, skills, qualifications, licences, certifications, or other experiences that relate to the position(s) applied for?

Although a valid Michigan driver's license is required for all Pittsfield Charter Township jobs, exceptions are made for certain non-driving jobs if the applicant, who is otherwise qualified for a position for which he/she applies, requires and requests it.

Type of license: Standard Driver's License ____ Chauffeur's License ____ Commercial Driver's License (CDL) ____

License number: _____

Endorsements: _____ Expiration Date: _____ Current Number of Points: _____

(A driving record check will be conducted for applicants for positions requiring a current driver's license.)

Police Applicants Only (provide copies):

Are you certified or have you completed the Michigan Commission on Law Enforcement Standards (MCOLES) basic police training to be a certified law enforcement officer in the State of Michigan?

Written Yes ____ No ____ Date Completed _____

Physical Yes ____ No ____ Date Completed _____

Have you completed an MCOLES approved police academy?

Name of academy _____ Date Completed _____

Out-of-State Applicants (provide copies):

Have you completed the MCOLES Recognition of Prior Training and Experience Program? Yes ____ No ____

Date Completed _____

U.S. Military Service:

Branch of Service _____ From _____ To _____

Rank or Rating _____ Type of Discharge _____

EMPLOYMENT INFORMATION

Have you ever been discharged or requested to resign any job? Yes ____ No ____

If YES, please explain circumstances:

Are you presently employed? Yes ____ No ____

EMPLOYMENT HISTORY

Please give an accurate, complete, full-time and part-time employment record. Start with current, or most recent employer. (List additional employers on a separate sheet, if necessary). **This section must be completed fully, even if a resume is attached. Please print all information.**

1	Company Name	Supervisor	Telephone ()	
	Address	City/State	Zip Code	
	List Your Job Title and Responsibilities			Employed (List Month and Year) From: To:
				Salary Starting: Ending:
			Reason for Leaving:	

2	Company Name	Supervisor	Telephone ()	
	Address	City/State	Zip Code	
	List Your Job Title and Responsibilities			Employed (List Month and Year) From: To:
				Salary Starting: Ending:
			Reason for Leaving:	

3	Company Name	Supervisor	Telephone ()	
	Address	City/State	Zip Code	
	List Your Job Title and Responsibilities			Employed (List Month and Year) From: To:
				Salary Starting: Ending:
			Reason for Leaving:	

4	Company Name	Supervisor	Telephone ()	
	Address	City/State	Zip Code	
	List Your Job Title and Responsibilities			Employed (List Month and Year) From: To:
				Salary Starting: Ending:
			Reason for Leaving:	

SIGNATURE
(Read Carefully Before Signing)

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that Pittsfield Charter Township has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize Pittsfield Charter Township to verify the answers and information given by me in this application and to make any investigation on my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the Township to release to the Township any information they have regarding me without providing written notice to me.
- I authorize Pittsfield Charter Township to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the Township from any liability in connection with such use or disclosure.
- If I am hired by Pittsfield Charter Township, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the Township, as they are from time-to-time changed, with or without notice.
- If I am hired by Pittsfield Charter Township, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that, except as set forth in any collective bargaining agreement, the Township can terminate the employment relationship at any time for any lawful reason, with or without cause, with or without notice. This employment relationship exists regardless of any other written statements or policies or any other Township document or any verbal statements to the contrary. No one except the Township Supervisor can enter into any kind of employment relationship or agreement which is contrary to the above. To be enforceable, any employment relationship or agreement which is contrary to the above must be in writing and personally signed by the Township Supervisor, and be attested by the Township Clerk.
- I agree not to commence any action or claim relating to my employment with Pittsfield Charter Township or this application for employment more than six (6) months after the date of the challenged action or this application, and to waive any statute of limitations to the contrary.

Applicant's Signature _____

Date _____

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