



BLACKMAN CHARTER TOWNSHIP
Application for Employment
(Please Print)

I. General Information

Date: _____ Social Security No: _____

Name: _____
Last First Middle

Telephone No: _____

Present Address City State Zip Code

Position Desired: _____ Pay Desired: _____

If hired, can you provide the documents required to prove that you are legally able to work in the U.S.? Yes No

Please provide any special information we may need about your name or use of another name for us to be able to check your work record and otherwise verify the information given in this application. _____

If under 18, please state your age: _____

Have you filed an application here before? Yes No If yes, give the date: _____

Have you ever been employed here before? Yes No If yes, give the date: _____

Are any of your relatives current or former employees of Blackman Charter Township? Yes No

Are you employed now? Yes No If so, may we contact your employer? Yes No

On what date would you be available for work? _____

Are you available to work full time? Yes No Part-time? Yes No

Are you on a lay off and subject to recall? Yes No

Have you ever been convicted of a crime or are there any felony charges pending against you? Yes No

If yes, please explain: _____

A yes response does not automatically disqualify a job applicant from further consideration. Each situation is evaluated relative to the job being sought. Factors such as the age and nature of the offense, and rehabilitation, will be taken into account.

Can you perform all of the job functions of the position(s) for which you are applying, with or without a reasonable accommodation? Yes No

Please describe the accommodation you believe is needed, if any: _____

If you served in the U.S. Armed Forces, please indicate:

Branch of Service _____ Rank at Discharge _____

Date of Discharge _____ Dishonorable Discharge? Yes No

Describe your duties and any special training: _____

In case of an emergency, we should notify: _____

Name

Address

Phone No.

II. REFERENCE

Give the names of three persons not related to you, who you have known at least one year.

Name	Address & Phone	Employer & Title	Years Acquainted

III. EDUCATION

	Name & Location of School	Major Subjects Studied	Years Attended (for verification purpose only)	Graduated? (Yes or No)	Degree, Diploma or Certificate & Year Obtained
High School					
Technical Training					
College					
Other					

** The need for an accommodation does not necessarily bar employment. A determination will be made as to the effectiveness with which the accommodation will allow you to perform the essential functions of the positions and the hardship it will impose on the employer.

IV. EMPLOYMENT HISTORY

Start with present employment and also list all previous employment. (Use a separate sheet if necessary.)

Dates (Month & Year)	Employer's Name Address & Phone No.	Supervisor's Name & Title	Positions	Salary (Starting & Ending)
From: To:				_____
Reason for Leaving:				

From: To:				_____
Reason for Leaving:				

From: To:				_____
Reason for Leaving:				

From: To:				_____
Reason for Leaving:				

From: To:				_____
Reason for Leaving:				

From: To:				_____
Reason for Leaving:				

May we contact the employers listed above? Yes No

If not, indicate which one(s) you do not wish us to contact: _____

V. SPECIAL SKILLS & QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience, as well as how you believe they would be of value to Blacknan Charter Township. _____

Office Skills: Typing (wpm) _____

PC software you can operate: _____

Authorization and Understanding

I certify that information given in this application and related documentation is true and complete without qualification. I understand that Blackman Charter Township may investigate my work and personal history and verify all data given on this application, on related paper, and in interviews, and I authorize Blackman Charter Township to do the same. This inquiry may include information as to my character, general reputation and personal characteristics, and I consent to the conduct of this inquiry and to the consideration of any statements of reference or former employers that are given in response to the inquiry. I additionally authorize permission for Blackman Charter Township to obtain photocopies of any documents in the possession of any of my current or former employers. I authorize all individuals, schools, and employers named, except as specifically limited on this application, to provide information requested about me, and I release them from liability for damages in providing this information. I understand and acknowledge that Blackman Charter Township is entitled to rely on the representations made by me in the hiring process, and therefore, I understand and acknowledge that any misrepresentation or omission of fact by me can result in immediate discharge if deemed by Blackman Charter Township.

I also understand and acknowledge that, if hired, my employment and compensation will be at the will of Blackman Charter Township and can be terminated, with or without notice, at any time at the option of either Blackman Charter Township or me. I further understand and agree that no manager, representative, agent or employee of Blackman Charter Township other than the Supervisor, has now or has had in the past any authority to enter into any agreement for employment for any specified period of time or to make any agreement which is contrary to or a modification of the above described employment relationship, and that any such agreement or representation must be in writing and signed by both myself and the Supervisor of Blackman Charter Township in order to be effective.

Furthermore, I agree that if I become employed by Blackman Charter Township, then in consideration for my employment I will not commence any action, including any administrative claim or suit, against the Township or its agents more than 180 calendar days after the date of the event giving rise to said action(s), including but not limited to any action which in any way relates to my employment and/or termination of my employment, and I waive any statute of limitations to the contrary.

I further understand and acknowledge that, as a part of the hiring process and throughout my employment, if hired, I may be required to submit to medical/physical examinations (which may include tests for communicable diseases, drugs and/or alcohol) at the Township's discretion and expense.

Applicant's Signature: _____

Dated: _____

Please Read

This application will only be considered for the ninety calendar day period after its receipt by Blackman Charter Township. Should you wish to be considered again after the expiration of this period, you must reapply.

Blackman Charter Township is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex, national origin, religion, citizenship, disability, height, weight, and marital status. Under the Michigan Handicappers' Civil Rights Act and the Federal Americans With Disabilities Act, an employer has a legal obligation to accommodate an employee's or job applicant's disability unless the accommodation would impose an undue hardship on the employer. A handicapper may allege a violation against an employer regarding a failure to accommodate his or her disability under Michigan Law only if the handicapper notifies the employer in writing of the need for accommodation within 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed.

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____

Date: _____

Remarks: _____

Hired: _____

Position: _____

Will Report: _____

Wage/Salary: _____

Approved by: _____

Date: _____