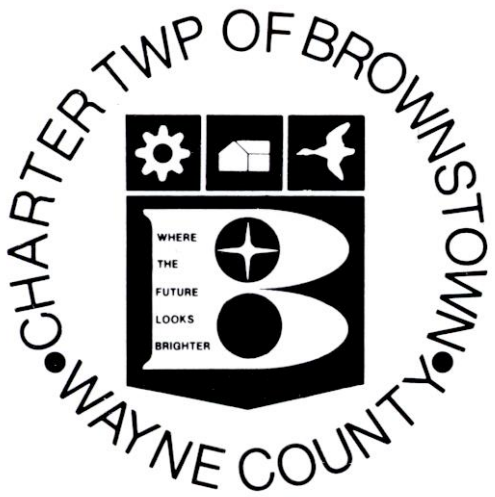
Name: _____

APPLICATION FOR EMPLOYMENT



Board of Trustees:

Supervisor	Clerk	Treasurer
Andrew T. Linko	Maureen Brinker	Michael D. Eberth

Steven R. Allen Sherry A. Berecz David L. Chapman Patrick J. Killian

21313 Telegraph Road
Brownstown, Michigan 48183
(734) 675-0910

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, or veteran status.

PERSONAL

Last name First Middle		Date
Street Address		Primary Telephone ( )
City, State, Zip		Secondary Telephone ( )
Have you previously applied for employment with Brownstown Township? ☐ Yes ☐ No If yes: Month and Year _____ Position _____		Email
Position Desired		Pay Expected
Apart from absence for religious observance, are you available for full-time work? ☐ Yes ☐ No If not, what hours can you work? _____		Will you work overtime if asked? ☐ Yes ☐ No

Are you legally eligible for employment in the United States?	Are you over 18 years of age?	If not, are you able to obtain a work permit?	Do you have a driver's license?	Do you have a CDL?	If yes, please specify:
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ A ☐ B

Other special training or skills (languages, machine operation, etc.)	When will you be available to begin work?

EDUCATION

	School	Name & Location	Course of Study	# of Years Completed	Did you Graduate?	Degree or Diploma
	Graduate				☐ Yes ☐ No	
	College				☐ Yes ☐ No	
	Business/Trade/ Technical				☐ Yes ☐ No	
	High School				☐ Yes ☐ No	

Membership in Professional or Civic Organization (Exclude those which may disclose your race color, religion, or national origin)

EMPLOYMENT	Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Company Name	Telephone ( )
	Address	Employment Dates (State month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

2	Company Name	Telephone ( )
	Address	Employment Dates (State month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

3	Company Name	Telephone ( )
	Address	Employment Dates (State month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

4	Company Name	Telephone ( )
	Address	Employment Dates (State month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	**DO NOT CONTACT** Employer Number _____ Reason _____ Employer Number _____ Reason _____ Employer Number _____ Reason _____

MILITARY	Did you serve in the U.S. Armed Forces? ☐ Yes ☐ No	If yes, in what branch? _____

Describe any training received relevant to the position for which you are applying.

_____

_____

FOR POLICE APPLICANTS ONLY:

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? ☐Yes ☐ No If yes, describe in full.

_____

_____

SIGNATURE

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of any offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer report agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

_____ _____

Signature Date

FOR EMPLOYER'S USE ONLY

REFERENCE CHECK

Employer	Person Contacted	Results
1		
2		
3		
4		

TEST RESULTS

Tests Administered	Raw Score	Rating	Analysis and Comments

INTERVIEW RESULTS

Interviewer Name and Comments