

Application For Employment



Charter Township of White Lake
 7525 Highland Road
 White Lake, MI 48383-2900

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

*** This entire application must be completed even if a resume is attached. Failure to do so will disqualify the applicant from further consideration.**

PLEASE PRINT OR TYPE

Position(s) Applied For: _____

Name: _____
(Last)
(First)
(Middle)

Present Address: _____

Length of time at this address: _____ Email Address: _____

Telephone number: () _____ Cell phone number: () _____

Have you applied with the Charter Township of White Lake before? _____ If so, when: _____

When can you start: _____

Are you employed now? ____ Yes ____ No. May we contact your employer? ____ Yes ____ No.

Are you available to work: ____ Full-Time ____ Part-Time ____ Temporary ____ No. of Hrs.

What prompted you to seek employment with White Lake Township?

Driver's License No. _____ State of Issuance _____ Exp. Date _____
 ____ Operator ____ Commercial (CDL) ____ Commercial (CDLWP endorsement Passenger)
 Have you had any accidents during the past three years? _____ How Many? _____
 Have you had any moving violations during the past three years? _____ How Many? _____

List any relatives who are Board Members, Appointees or Employees of the Township and your relationship to them: _____

Have you ever been convicted of a crime? _____ If so, when, where and nature of offense: _____

Are there any felony charges pending against you? _____ If so, please explain: _____

Have you ever been dismissed from or asked to resign from any employment position? _____

If yes, explain: _____

MILITARY SERVICE RECORD

Were you in the United States Armed Forces? _____ If yes, what branch? _____

Rank/Type at Discharge: _____ Date of Discharge: _____

Are you in the reserves? _____ Yes _____ No. If yes, date obligation ends: _____

EDUCATION AND TRAINING

	Elementary	High School or Equivalent	College or University	Other
Name of School	NA			
Check Highest Years Completed:	4 5 6 7 8	8 9 10 11 12	1 2 3 4	1 2 3 4
Degree Received:	NA	NA		
Describe Course of Study:	NA			

School Activities, Honors or Accomplishments:
Apprenticeship(s), Specialized Training, Skills:
Licenses, Certifications, Etc.

Training & Experience:

Typing Speed _____ W.P.M. Shorthand Speed _____ W.P.M.

Computers (Include Software) _____

Equipment or Machines: _____

Other: _____

Are there any other experiences, skills or qualifications, which you feel, would especially qualify you for work with White Lake Township? (Applicants are invited to submit resumes or other pertinent information in written form.) _____

PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY:	
Name _____	
Address _____	
Telephone Number _____	Relationship _____

PAST AND PRESENT EMPLOYMENT

List below your present and past employment, beginning with your most recent employer.

*** This section must be completed even if a resume is attached.**

Failure to do so will disqualify the applicant from further consideration.

Employer Name: _____

Address: _____

Type of Business: _____

Telephone/Area Code: () _____ Name of Supervisor: _____

Reason for Leaving: _____

Employment Dates: FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____

Last Salary: _____ Hr./Monthly/Yearly

Describe the work you did: _____

Employer Name: _____

Address: _____

Type of Business: _____

Telephone/Area Code: () _____ Name of Supervisor: _____

Reason for Leaving: _____

Employment Dates: FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____

Last Salary: _____ Hr./Monthly/Yearly

Describe the work you did: _____

Employer Name: _____

Address: _____

Type of Business: _____

Telephone/Area Code: () _____ Name of Supervisor: _____

Reason for Leaving: _____

Employment Dates: FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____

Last Salary: _____ Hr./Monthly/Yearly

Describe the work you did: _____

Employer Name: _____

Address: _____

Type of Business: _____

Telephone/Area Code: () _____ Name of Supervisor: _____

Reason for Leaving: _____

Employment Dates: FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____

Last Salary: _____ Hr./Monthly/Yearly

Describe the work you did: _____

PERSONAL REFERENCES: Please list below the names of three people, that are not related to you, who have knowledge of your experience and qualifications for the position.

Name	Address	Telephone Number	Years Acquainted
1.			
2.			
3.			

I certify that the information furnished on this application and supplements thereof is complete and accurate to the best of my knowledge. I understand that my furnishing of any false information on this or any Township record is reason for disqualification as a candidate for employment or cause for termination if I am employed.

I further understand that if I am offered employment, references will be obtained from previous employers; a physical including drug screen (at Township expense) may be required, proof of educational attainment must be submitted and, if any driving will be done for the Township purposes in a Township vehicle or my own vehicle, a check of my driving record will be obtained. For specific positions, extensive background checks may be required.

In the event I am employed by the Charter Township of White Lake, I agree to comply with all of its orders, rules and regulations.

Signature

Print Name

Date

ACKNOWLEDGMENT
(Please read carefully and sign below.)

I authorize White Lake Township and its agents to consult with and receive information from other companies, individuals, schools or agencies (public or private) concerning my employment, education, background, criminal or motor vehicle record, competence, experience, character or qualifications, and I authorize them to release such information to White Lake Township as the Township requests, including without limitation, my prior disciplinary record, without any obligation to give me written notice of such inquiry and/or disclosure. I also authorize White Lake Township to release any information concerning my employment to any prospective or subsequent employers without any obligation to give me written notice of such disclosure. I authorize the Social Security Administration to verify that the Social Security number I have furnished is my assigned number and is valid for employment purposes. *I hold harmless and release White Lake Township and any individual, institution, company or agency from any liability as a result of the above inquiries and disclosures.*

I understand that this Application is not an offer or a contract of employment. If I am hired by White Lake Township, I will be bound by the rules, policies, regulations, terms and conditions of employment of White Lake Township as they may be communicated to me from time to time by the Township and which may be changed or modified at the will of the Township, in its sole discretion, with or without cause, or notice to me. *I further understand and agree that White Lake Township is an at-will employer which means that my employment relationship with White Lake Township is for no definite period and may be terminated at any time, with or without cause, with or without notice, at the will of either White Lake Township or me.* I understand that the direction and control of all work is the sole prerogative of White Lake Township and includes, by way of illustration only, the right to hire, layoff, transfer, reassign, demote or discharge. Only the White Lake Township Board of Trustees has the authority to enter into any agreement for employment for any specific period of time.

I understand that according to federal law, I must produce documentation to verify my identity and authorization to work in the U.S. I agree that any employment with White Lake Township is contingent on my ability to obtain and maintain the required documentation within the time period required by applicable law.

I certify that all of the information in this Application (and other information given by me in support of my application) is true and complete. I understand that any misrepresentation, misleading statement or omission of any fact by me in this Application, in support of my application for employment, or during my employment, is sufficient reason for my (1) not being offered employment or (2) being disciplined, up to and including discharge, at any time during my employment in the sole discretion of White Lake Township.

I understand and agree that as a condition of employment, I may be required to undergo a post-offer medical examination, which includes a drug test. During any employment with the Township, I understand that I may be required to submit to an alcohol or drug screening at the request of the Township and I authorize the release of any such tests results to appropriate personnel of the Company. I further agree that during any employment with the Township if I need an accommodation as the result of a disability, I will promptly notify the appropriate White Lake Township representative of my need for accommodation in writing within 182 days after I learn of the need.

I acknowledge that this application will remain active for six (6) months from this date. If I have not heard from the Township at the conclusion of this six (6) month period, it is my responsibility to complete a new application if I still wish to be considered for employment by the Township.

I agree that any claim or lawsuit relating to my application for employment, or service with White Lake Township must be filed no more than six (6) months after the date of the employment action(s) or event(s) that is the subject of my claim or lawsuit. I voluntarily and knowingly waive any statute of limitations to the contrary.

Signature: _____

Date: _____

Print name: _____