



**APPLICATION FOR EMPLOYMENT**  
*AN EQUAL OPPORTUNITY EMPLOYER*

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The Charter Township of Grand Haven (the “Township”) does not discriminate on the basis of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law in employment or the provision of services.

Although this application may be given consideration, its receipt does not imply that there are open positions or that the applicant will be employed. The Township reserves its right to withdraw any offer of employment at any time. Similarly, the applicant has the right to withdraw this application at any time. If you wish to submit a resume, you may attach it to this application. In addition, you must complete this application and answer **all** questions, even those which relate to information on your resume. Please be sure that all of your answers on this application are complete, correct, and truthful. You should understand that any omission of relevant information, any false or misleading statement, or any failure to disclose facts which if known might reflect unfavorably on this application, may result in dismissal even after you are employed.

*Please answer every question and hand write in ink. You will not be considered as a candidate for a job with us until we have received this application fully completed and signed by you.*

Today’s Date: \_\_\_\_\_

**SECTION 1: PERSONAL INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ EMail: \_\_\_\_\_

Are you 18 years old or older?       YES       NO

Are you eligible to work in the U.S.?       YES       NO

Emergency Contact(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Address: \_\_\_\_\_

Have you ever plead “no contest” to or been convicted of theft, shoplifting, robbery, embezzlement, forgery, perjury, tax evasion, or any other crime involving dishonesty?       Yes       No      If yes, explain:  
\_\_\_\_\_

Are you currently under indictment, arraignment, or charged with a felony?       Yes       No      If yes, explain:  
\_\_\_\_\_

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**SECTION 2: EMPLOYMENT DESIRED**

Position(s) you are applying for: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Date available to start: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Type of work sought: Part-Time Full-Time Seasonal Internship

Have you ever applied to the Township before? Yes No When? \_\_\_\_\_

Referred by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

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**SECTION 3: EDUCATION** – *Please complete even if attaching a resume*

SCHOOL	NAME/LOCATION OF SCHOOL	NO YRS COMPLETED	DID YOU GRADUATE?	MAJOR/DEGREE
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Other School			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any computer software you are proficient with (i.e. Word, Excel, Access, PowerPoint, BSA, GIS):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any special skills, licenses, certifications, or knowledge applicable to the position you are seeking:

\_\_\_\_\_  
\_\_\_\_\_

Activities (Civic, Athletic, Etc) - *Exclude organizations, the name of which indicates the race, creed, sex age, marital status, genetic information, color or nation of origin of its members.*

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4: EMPLOYMENT AND EXPERIENCE** – *Do not state “see resume.” Please complete even if attaching a resume.*

US Military service dates: \_\_\_\_\_ to \_\_\_\_\_ Rank: \_\_\_\_\_

Present membership in National Guard or Reserves?  Yes  No

Former Employers (List below last four employers, **starting with most recent**):

Employer:			Date Started:	Date Left:	Reason for Leaving:
Address:			Starting Pay:	Ending Pay:	
City:	State/Zip:	Phone:	Supervisor:	Department:	
Job Title(s):					
Your job responsibilities:					
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Employer:			Date Started:	Date Left:	Reason for Leaving:
Address:			Starting Pay:	Ending Pay:	
City:	State/Zip:	Phone:	Supervisor:	Department:	
Job Title(s):					
Your job responsibilities:					
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Employer:			Date Started:	Date Left:	Reason for Leaving:
Address:			Starting Pay:	Ending Pay:	
City:	State/Zip:	Phone:	Supervisor:	Department:	
Job Title(s):					
Your job responsibilities:					

Are you presently employed?  Yes  No If yes, may we contact?  Yes  No

Employer:			Date Started:	Date Left:	Reason for Leaving:
Address:			Starting Pay:	Ending Pay:	
City:	State/Zip:	Phone:	Supervisor:	Department:	
Job Title(s):					
Your job responsibilities:					
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Have you ever been fired, dismissed, asked to resign, resigned by mutual agreement, or otherwise been terminated from any job?  Yes  No If yes, what job and why?

\_\_\_\_\_

May Grand Haven Charter Township contact these employers?  Yes  No

Which of these jobs did you like the best? \_\_\_\_\_

What did you like most about this job?  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 5: REFERENCES**

Give names of **three work related references**, not related to you, whom you have known at least **one (1) year**. *Please complete all information.*

NAME	ADDRESS	PHONE #	YEARS AQUAINTED / RELATIONSHIP

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**SECTION 6: AUTHORIZATION AND WAIVER**

As part of my employment application filed with Grand Haven Charter Township, I have listed my former and/or current employers, as well as additional references. I authorize each former or current employer and each additional reference to communicate directly with Grand Haven Charter Township relative to my employment record and any other relevant information which would or could have a bearing on my ability or inability to adequately perform for Grand Haven Charter Township the job for which I have applied.

I specifically waive any right I have under Section 6 of Michigan Public Act 397 of 1978, as now or subsequently amended (the "Bullard-Plawecki Employee Right to Know Act), to receive written notice if a current or former employer divulges a disciplinary report, letter of reprimand, or other disciplinary action to Grand Haven Charter Township.

I release all former employers, education institutions, law enforcement agencies, and credit reporting services from, and I waive any liability or claim relating to the release of information or opinions, and any employment decisions made by the Township as a result thereof.

I understand and agree that Grand Haven Charter Township may conduct a criminal conviction record check (including but not limited to a driving conviction record check) in connection with my application for employment. By signing below I hereby consent to such record checks and authorize the release of such records.

I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may also be rejected and, if I am employed, my employment may be terminated. In consideration of my employment, I agree to conform to the Township's policies and procedures.

I certify that I have read and understand the provisions of this application. My questions concerning the application, if any, have been asked and answered to my satisfaction.

For purposes of this authorization and waiver, a photocopy of my signature shall have the same force and effect as my original signature.

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Name (Please print legibly)

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Applicant Signature

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Date