



### Employment Application

An Equal Opportunity Employer

A person with a disability requiring accommodation for completing the application process should immediately notify the Personnel Director.

Filing this application does not imply that the applicant will be employed, but rather only that the applicant will be considered in competition with other applicants.

The **Charter Township of Kalamazoo** (hereafter "Township") is an Equal Opportunity Employer. It is the Township's policy to afford equal employment opportunity regardless of race, color, sex, age, religion, national origin, height, weight, marital status, familial status, veteran status, citizenship, handicap/disability, gender identity, sexual orientation, genetic information, citizenship, or as otherwise in accordance with all federal or State law, or local regulations. Michigan law requires that a person with a disability requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

#### PERSONAL INFORMATION

\_\_\_\_\_ Date of Application

\_\_\_\_\_  
Name (first, middle, last)

\_\_\_\_\_  
Present Address (street, city, state, zip code)

\_\_\_\_\_  
Home Telephone or Number at Which You Can be Reached

\_\_\_\_\_  
Business Telephone

\_\_\_\_\_  
Position Desired

\_\_\_\_\_  
Salary/Hourly Rate Desired

\_\_\_\_\_  
Date Available

1. Please ask the Personnel Director for a copy of the desired position's job description if it has not already been provided to you.

Do you have the ability to perform the essential functions of the "position desired" with or without reasonable accommodation?

Yes  No

2. Are you at least 18 years old?

Yes  No

3. Work Permit No. \_\_\_\_\_ (if under 18)

4. Have you ever been convicted of a crime (including misdemeanors)?

Yes  No

Have you ever been arrested for a felony, or are there any felony charges pending against you?

Yes  No

(A "Yes" answer to either question will not automatically disqualify you).

Explain: \_\_\_\_\_  
\_\_\_\_\_

5. Have you previously been employed by the Township?

Yes  No

If yes, when: \_\_\_\_\_  
Under what name: \_\_\_\_\_

6. Have you submitted an application to the Township before?  Yes  No  
 If yes, when: \_\_\_\_\_  
 Under what name: \_\_\_\_\_
7. List any/all relatives currently employed at the Township.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Complete the following only if the position requires a driver's license:**

Driver's License Number: \_\_\_\_\_

Has your driver's license ever been revoked, suspended, restricted?  Yes  No  
 If yes, for what reason and for how long? \_\_\_\_\_  
 \_\_\_\_\_

List any moving violations during the last three (3) years: \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATIONAL HISTORY**

Circle last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name of High School: \_\_\_\_\_

GED: \_\_\_\_\_ State: \_\_\_\_\_

Schools (include trade schools) attended other than high school

Name of School	Location (City and State)	Course or Major Studied	Dates Attended	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**EMPLOYMENT HISTORY**

List below, beginning with the most recent, ***all*** present and past employment (use a separate sheet of paper if necessary)

If you are presently employed, may we contact your current employer?  Yes  No

Company/Employer Name	Company/Employer Address	Phone Number
Position Held/Job Title	Dates of Employment	
Name and Title of Immediate Supervisor		
Reason for Leaving	Hourly Wage/Salary	

Brief Description of Duties

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Brief Description of Duties

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Brief Description of Duties

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**Voluntary Information:**

Do you speak or write any languages other than English (including sign-language)?

If "yes," please explain: \_\_\_\_\_  
\_\_\_\_\_

Do you have military experience (e.g. active duty forces, reserve, national guard, coast-guard, etc.)?

If "yes," please explain: \_\_\_\_\_  
\_\_\_\_\_

Describe your level of computer proficiency, listing computer software and/or programs with which you are proficient or familiar: \_\_\_\_\_

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**CHARTER TOWNSHIP OF KALAMAZOO  
EMPLOYMENT APPLICATION AGREEMENT**

I certify that all of the information furnished on this Application is true, complete and correct. I understand and agree that any falsification, misrepresentation or omission of fact, either on this Application or during the pre-hire process, will be reason [including "just cause" when appropriate] for (1) my not being offered employment, or (2) dismissal at any time from the service of the Charter Township of Kalamazoo ("Township"), if employed.

I understand that consideration for employment at the Township is conditional upon a review of my qualifications, work history, references, etc. I authorize the Township to request and obtain verification that the information given by me on this Application is true, accurate and complete. I understand that such verification may include, but may not be limited to background information pertinent to the position for which I have applied, verification of education, verification of employment history, investigation of criminal history, etc. (I also agree to fully cooperate if the position for which I am applying requires a credit history check or otherwise implicates the Fair Credit Reporting Act.) I therefore authorize my current and all previous employers to cooperate with the Township and to release, on a confidential basis, any information they may have concerning me, including information in my personnel record or otherwise known to them, to the Township, in connection with my application for employment with the Township. I specifically release from liability any current or former employer(s), its agents, representatives, employees, officers, directors, etc., for or on account of their providing/disclosing such information to the Township.

I understand and agree that my employment and compensation is for no definite period and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time by me or the Township, with or without cause, and with or without any previous notice (unless required otherwise by a collective bargaining agreement). I also understand and agree that the Township has the right to unilaterally modify and/or terminate any policies, practices, procedures and standards it has adopted or implemented, to the extent not prohibited by law or an existing collective bargaining agreement. I acknowledge that no Township employee or representative, other than the Township Board, has either the power or authority to enter into any agreement for employment for any specified period of time, or to make any representations or agreements contrary to any of the foregoing, unless that agreement is in writing and is signed by the Township Supervisor. I understand that any prior representations, promises, contracts or statements made by or on behalf of the Township are expressly superseded by the foregoing.

The Immigration Reform and Control Act of 1986 states that employers must require all persons hired to submit documents to the employer showing their identity and their right to be lawfully employed in the United States. It also requires that the employee complete and sign a government form to this effect. I understand that if hired by the Township, I will timely furnish documents for inspection that verify my identity and that I am legally permitted to work in the United States. Furthermore, I understand that my employment will be terminated if I fail to timely provide the necessary documents.

I agree that any claim or lawsuit relating to my application for employment or my service with the Township (if hired) must be filed no more than six (6) months after the date of any Township action that is the subject of the claim or lawsuit. I hereby waive any statute of limitations to the contrary.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Applicant's name – printed) \_\_\_\_\_

