



Ann Arbor Charter Township

3792 PONTIAC TRAIL
 ANN ARBOR, MI 48105
 Telephone: (734) 663-3418 Fax: (734) 663-6678
 Website: www.aatwp.org

Application for Employment

Position Applying For: _____ Date: _____

Last Name		First Name		Middle Name	
Address			City	State	Zip Code
Email Address				Mobile #:	
				Home phone #:	
Driver's License Number		State		Social Security Number	

Have you ever filed an application with Ann Arbor Charter Township before? Yes No

If yes, when: _____

Have you ever been employed with Ann Arbor Charter Township before? Yes No

If yes, when: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full-Time Part-Time

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

Are there any felony charges pending against you? Yes No

If so, please explain: _____

Have you ever been convicted of a misdemeanor involving assault or dishonesty? _____ Yes _____ No

If so, identify the misdemeanor, the court and the date of conviction. _____

Have you ever been dismissed or asked to resign from any employment? _____ Yes _____ No

If yes, please explain: _____

Are there any other experiences, skills or qualifications which you feel would especially qualify you for this position? _____

Identify whether you currently hold any of the following certifications in the State of Michigan, and the length of time you have held each certification.

- Building Official _____
- Plan Reviewer _____
- Building Inspector _____
- Electrical Inspector _____
- Mechanical Inspector _____
- Plumbing Inspector _____

Education

	Name & Location of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Applicants are also invited to submit a resume if desired.

Employer	Dates Employed	
Address	From	To
Telephone Number(s)	Hourly Rate/Salary	
Reason for Leaving	Starting	Final
Work Performed		
Employer	Dates Employed	
Address	From	To
Telephone Number(s)	Hourly Rate/Salary	
Reason for Leaving	Starting	Final
Work Performed		
Employer	Dates Employed	
Address	From	To
Telephone Number(s)	Hourly Rate/Salary	
Reason for Leaving	Starting	Final
Work Performed		

If you need additional space, please continue on a separate sheet of paper.

Military Service Record

Were you in the US Armed Forces? _____ Yes _____ No

Branch: _____ Rank: _____

Type of Discharge? _____

List of duties in the Service, include special training, or any job-related training or experiences: _____

Computer Skills

Rate your own proficiency, 0 – 5.

_____ General computer skills	_____ Microsoft Office (MS) software
_____ BS&A Building Module	_____ Graphical Information Systems (GIS)
_____ M.S. Word _____ Excel	_____ Other (list) _____
_____ Other (list) _____	

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional information you feel may be helpful to us in considering your application.

References

1.	_____ () _____ (Name) (Telephone #)
	_____ (Address)
2.	_____ () _____ (Name) (Telephone #)
	_____ (Address)
3.	_____ () _____ (Name) (Telephone #)
	_____ (Address)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at the employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization or the Township Board.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

ANN ARBOR TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER