

NORTHFIELD TOWNSHIP MICHIGAN

8350 Main St.
Whitmore Lake, MI 48189

Phone: 734-449-2880
Fax: 734-449-0123

Employment Application

Prospective employees will receive consideration without discrimination based on religion, race, color, sex, age, national origin, height, weight, marital status, disability, or veteran status.

Personal Information				
Last Name	First Name	M. I.	Today's Date	
Street Address		City		State
E-mail		Home Phone	Cell Phone	
Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Social Security Number XXX-XX- ____
Do you currently have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		License Number:	State:	Expiration Date:
Have you been convicted of a felony in the past seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:				
What position are you applying for?			How did you hear about this position?	
Expected/Desired Pay Rate	Date Available	Have you ever applied with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Education		
Name & Location	Last Year Completed	Major & Degree earned
High School	9 10 11 12	
College or University	1 2 3 4	
Trade School		
Other		
List any Relevant Certifications you currently hold		
List any other applicable training, skills or proficiencies		

Employment History

(Please list your last 10 years of employment, starting with your current or most recent position. Attach an additional sheet if necessary)

Employer #1			
Employer Name		Type of Business	
Address		Phone Number	
Job Title		Supervisor's Name	
Employment Dates	From:	To:	Starting Salary
		Ending Salary	
Duties:			
Reason For Leaving:			
May we contact this employer for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please explain:			

Employer #2			
Employer Name		Type of Business	
Address		Phone Number	
Job Title		Supervisor's Name	
Employment Dates	From:	To:	Starting Salary
		Ending Salary	
Duties:			
Reason For Leaving:			
May we contact this employer for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please explain:			

Employer #3			
Employer Name		Type of Business	
Address		Phone Number	
Job Title		Supervisor's Name	
Employment Dates	From:	To:	Starting Salary
		Ending Salary	
Duties:			
Reason For Leaving:			
May we contact this employer for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please explain:			

References (no relatives please)			
Name	Phone Number	How do you know this person?	How long have you known this person?

Disclaimer & Signature

I hereby authorize the Township of Northfield to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references except where I have indicated they may not be contacted. I also hereby release the Township of Northfield and its representatives from all liability for seeking, gathering, and using such information to make employment decisions, and all other persons or organizations for providing such information.

By signing, I certify that the facts set forth in my application for employment are true, correct and complete to the best of my knowledge. I understand that if employed, any false statement on the application may result in my dismissal. I further understand that this application is not nor is it intended to be a contract of employment, nor does this application obligate the Township of Northfield in any way if the township decides to employ me. I understand and agree that my employment is at-will, and can be terminated by either party with or without notice, at any time, for any reason.

Signature

Date