



*Charter Township of Fort Gratiot*  
 3720 Keewahdin Road, Fort Gratiot, Michigan 48059

**APPLICATION FOR EMPLOYMENT**

*We consider applicants for all positions without regard to race, color, religion, sex national origin, age, marital or veteran status, the presence of non-job-related medical condition or handicap, or any other legally protected status.*

PLEASE PRINT or TYPE Date of Application: \_\_\_\_\_

Position(s) Applied for: \_\_\_\_\_

Referral Source:  Newspaper  Website  Employment Agency  Walk-In  Relative  
 Friend  Other – Specify: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip+ Code

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If you are under 18, can you furnish a work permit?  Yes  No

Have you filed an application here before?  Yes  No If yes, give date: \_\_\_\_\_

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.*

Are you on a lay-off and subject to recall?  Yes  No

Availability:  Full Time  Part Time  Shift Work  Temporary  Any

On what date would you be available to begin work? \_\_\_\_\_

Do you have a valid operator's license?  Yes  No

Do you have any points on your driving record?  Yes  No (OPTIONAL)

Have you been convicted of a felony or have any pending felony charges?  Yes  No  
*Conviction will not necessarily disqualify from employment.*

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

Are you able to perform the essential functions of the job to which you are applying?  Yes  No

## **Employment History – An Equal Opportunity Employer**

List your last three employers (no matter the time frame) immediately preceding the date of this application, beginning with your most recent. If you have had more than three employers during the last three years, please list all employers within the last three years. Additional employers may be listed on a separate sheet.

Company Name/Address/CSZ:	Supervisors' Name/Title:	From:	Starting Salary:
Telephone No: (    )	Title Held (if any):	To:	Ending Salary:
	Work performed/duties:		
Reason for leaving:			

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	Work performed/duties:		
Reason for leaving:			

May we contact your present employer?       Yes     No

## **Special Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or other experience, including computer knowledge.

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## Education/Military/References

	Elementary/Middle					High School				College/University	Graduate/Professional
School Name:											
Completed/Degree:	4	5	6	7	8	9	10	11	12		
Describe specialized training, apprenticeship, skills, honors received, or extra-curricular activities, below:						Course of Study:					

State any additional information you feel may be helpful to us in considering your application.

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Veteran of the U.S. Military service?  Yes  No If yes, Branch \_\_\_\_\_

List professional, trade, business or civic activities and offices held. *(You may exclude memberships which may reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):*

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Complete the following information of three references, not related to you, willing to provide a character or professional reference.

Name/Title	Address	Telephone	Relationship

Do you have any relatives working for the Charter Township of Fort Gratiot at this time?  Yes  No

If yes, please state their name and relationship.

Name	Relationship

# ***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 an 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 understand that false, misleading, or incorrect information given in my application or interview(s) will be grounds for disqualification from further consideration or for discharge from employment if I am hired. I agree to abide by all rules and regulations of the Charter Township of Fort Gratiot if I am hired. I also understand that the Charter Township of Fort Gratiot is an at will employer with the right to terminate with or without cause.

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please Note: A résumé may be submitted with this application, but is not to replace this application. Any résumé submitted without an application, completed in its entirety, will not be accepted.*

**DO NOT WRITE BELOW THIS LINE**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HIRE DATE	BOARD APPROVED DATE	START DATE	HOURS
DEPARTMENT	POSITION	ANNUAL SALARY or HOURLY WAGE	

APPROVED: \_\_\_\_\_ DEPARTMENT HEAD PRINTED NAME \_\_\_\_\_ DEPARTMENT HEAD SIGNATURE \_\_\_\_\_