

# CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE, Grand Rapids, MI 49546



## EMPLOYMENT APPLICATION

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accomodation to the application and/or interview process should notify a representatative of the human resource department

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Telephone # ( ) \_\_\_\_\_ Mobile/Other Phone #( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? \_\_\_\_\_ Yes No

If no, please explain \_\_\_\_\_

Have you ever been employed here before? If yes, give dates and positions \_\_\_\_\_ Yes No

Are you legally eligible for employment in this country? \_\_\_\_\_ Yes No

Date available for work \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_ \$

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to meet the attendance requirements of the position? \_\_\_\_\_ Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? \_\_\_\_\_ Yes No

If yes, please provide date(s) and details \_\_\_\_\_

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number if driving is an essential job function \_\_\_\_\_ State

### Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE#
STARTING JOB TITLE/ FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? YES NO LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER	
FROM	TO	EMPLOYER	TELEPHONE#
STARTING JOB TITLE/ FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? YES NO LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER	
FROM	TO	EMPLOYER	TELEPHONE#
STARTING JOB TITLE/ FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? YES NO LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER	

FROM	TO	EMPLOYER	TELEPHONE#
STARTING JOB TITLE/ FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? YES NO LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY DEGREE START \$ PER FINAL \$ PER	

### Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to preform job-related functions in the position for which you are applying.

### Educational Background

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY
HIGH SCHOOL			
COLLEGE			
OTHER			

### References

NAME AND ADDRESS	TELEPHONE	# OF YEARS KNOWN

### Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the Township is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misinterpreted in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in application, resume, or job interview. I hereby waive ant and all rights and claims I may have regarding the employer, it's agents, employees, or representatives for seeking, gathering and using such information in the emploment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that the Township does not unlawfully discriminate in employment and no question on this application is used for the purpose purpose of limiting or excusing any applicant on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the township and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the township reserves the same right to terminate any employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of time or definite duration. I understand that no supervisor or representative of the township is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the township's manager.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an 1-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT .**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_