

**APPLICATION FOR EMPLOYMENT
NAPOLEON TOWNSHIP**

Date of Application _____

JOB PREFERENCE _____

NAME _____
Last First Middle Initial

ADDRESS _____
Street City State Zip Code

TELEPHONE (_____) _____ (_____) _____
Daytime Number Evening Number

Email _____

Social Security Number _____

Have you ever been employed by Napoleon Township before? Yes No

Are you legally eligible for employment in this Country? Yes No
(Proof of U.S citizenship or immigration status will be required upon employment.)

When would you be available for work? _____

Are you available to work: Full-time Part-time Shift Work Temporary/Seasonal

Are you currently employed? Yes No May we contact your present employer? Yes No

For position requiring a drivers/chauffeurs' license please give license number: _____

List professional licenses you hold: _____

If applying for a clerical position, please indicate typing/data entry speed: _____

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with Napoleon Township. _____

Have you been convicted of a felony or misdemeanor in the last seven (7) years? Yes No
If yes, please explain: _____

Have you received a disciplinary suspension or been discharged from any position(s)? Yes No
If yes, please explain: _____

Do you have any relatives employed by Napoleon Township? Yes No
If yes, please give name and department: _____

Provide any other information, including volunteer experience that you feel would be helpful in determining how you may

be employed.

NOTE: You are welcome to submit a resume. If all of the information requested is on your resume, you may indicate "see attached" regarding the Education and Employment History sections of this application. If the information is not on a resume, you must complete the following:

EMPLOYMENT HISTORY:

Employer	Address
Job Title	Immediate Supervisor and Title
Summarize nature of work performed and job responsibilities: _____	
Dates of Employment _____	Hourly Rate/Salary _____
Reason for Leaving _____	

Employer	Address
Job Title	Immediate Supervisor and Title
Summarize nature of work performed and job responsibilities: _____	
Dates of Employment _____	Salary/Salary _____
Reason for leaving _____	

Employer	Address
Job Title	Immediate Supervisor and Title
Summarize nature of work performed and job responsibilities: _____	
Dates of Employment _____	Salary/Salary _____
Reason for Leaving _____	

EDUCATIONAL BACKGROUND:

High School

NAME/LOCATION	YEARS COMPLETED	DEGREE
---------------	-----------------	--------

College/University

NAME/LOCATION	YEARS COMPLETED	DEGREE
---------------	-----------------	--------

Other

NAME/LOCATION	YEARS COMPLETED	DEGREE
---------------	-----------------	--------

As a public employer, Napoleon Township is subject to the Freedom of Information Act and, under that Act, Napoleon Township is required to provide a copy of this application to any individual submitting a written request unless, as an applicant, you request that your application remain in confidence.

I wish this application for employment to remain in confidence Yes No

I hereby certify that all statements on this Application for Employment (and accompanying resume, if any) are made completely, truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false will be sufficient reason for not being employed, or if employed, may result in my dismissal.

I authorize Napoleon Township to investigate all statements contained in the application, including disciplinary records of any former employers, police departments, and other references or sources concerning me. I authorize all such references and sources to release this information without liability for damage incurred in giving it. I waive any written notice of the release of such records that may be required by state or federal law.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless the employer executes a specific document to that affect in writing. I understand that any employment offer may be conditioned upon the results of a pre-employment medical examination, and any other necessary medical tests to determine the presence of alcohol, drugs, or controlled substances, should they be required.

Napoleon Township actively encourages applications by qualified individuals with disabilities, and does not discriminate in its consideration of such applicants. If you believe that any accommodation of a disability will be necessary for the testing and/or interview process contact the Township Supervisor, 517 536-8694 extension 210.

Signature of Applicant: _____ Date: _____

NAPOLEON TOWNSHIP, FOR PURPOSES OF HIRING, PROMOTION, ADVANCING, OR ASSIGNING JOBS OR ANY OTHER TERMS OR CONDITIONS OF EMPLOYMENT AGREES TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY REGARDLESS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, HEIGHT, WEIGHT, MARITAL STATUS, ARREST RECORD, OR DISABILITY AS DEFINED BY LAW OR ANY FACTOR NOT RELATIVE TO JOB PERFORMANCE; EXCEPT WHERE A SPECIFIED AGE, SEX OR PHYSICAL REQUIREMENT IS A BONA-FIDE OCCUPATIONAL REQUIREMENT.