

**KINROSS CHARTER TOWNSHIP
AT-WILL EMPLOYMENT APPLICATION**

Kinross Charter Township is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.

Position applied for: _____ Date of Application: _____

Date you can start: _____

PLEASE NOTE THAT THIS APPLICATION WILL ONLY REMAIN ACTIVE FOR THREE (3) MONTHS, AFTER WHICH THE APPLICANT WOULD NEED TO RE-APPLY.

Name: _____
Last First Middle Initial

Social Security Number: _____

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Telephone Number: Home (____) _____

Work (____) _____

Cell (____) _____

Are you 18 years or older? Yes No

Are there any hours or days of the week you cannot work? Yes No

If so, when? _____

Salary Desired _____ Type of Employment desired Full Time Part Time Seasonal

Have you ever applied to Kinross Charter Township before? Yes No

If so, when? _____

Position applied for: _____

Under what name? _____

References: Three Individuals not related to you, whom you have known for at least one year:

NAME	ADDRESS & TELEPHONE	RELATIONSHIP	YEARS ACQUAINTED

Emergency Contact Information:

NAME	ADDRESS & TELEPHONE

Current and Most Recent Former Employers: (Most recent one first)

DATE MONTH/ YEAR	NAME, ADDRESS, PHONE NUMBER OF EMPLOYER	SALARY: STARTING/ ENDING	LAST POSITION HELD/RESPONSIBILITIES	REASON FOR LEAVING
From: To:				
From: To:				
From: To:				

May we contact the Employers listed? Yes No

If not, which one(s)? _____

I understand that, prior to being offered employment; I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will inform Kinross Charter Township prior to the administration of the test so that a reasonable accommodation can be made. Kinross Charter Township reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understanding that, if employed, falsified statements or omitted information on this application may result in termination.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice.

I authorize investigation of all statements contained in this application for any employment related purpose. I release the listed references and all employers, except those specifically excepted * to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

As a condition of employment, employees of Kinross Charter Township agree not to commence any action, claim, or suit relating to their employment with Kinross Charter Township more than 182 calendar days after the date the employee knew or should have known that a claim existed or later than the applicable limitations period established by statute, whichever is less.

Date

Signature

* Employers specifically excepted: _____

For Employer Use Only:

Interviewed By: _____ Date: _____ Hired: Yes No

Starting Date: _____ Position: _____ Wage: _____

EMPLOYER NOTES:

(Application adopted on 12/21/2009)