

Application For Employment

CHARTER TOWNSHIP OF CLINTON
40700 Romeo Plank Road, Clinton Township, MI 48038

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status and in compliance with state and federal regulations on handicappers civil rights. Under the Michigan handicappers' Civil Rights Act, a handicapper may allege a violation of the Act regarding the failure to accommodate only if the handicapper notifies the employer in writing of the need for accommodation within 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed.

PLEASE PRINT OR TYPE

Date: _____

Position(s) Applied For: _____ Would you consider a part-time position? _____

Name: _____
(Last) (First) (Middle)

Address: _____ How long? (From/To) _____
(Number & Street) (City) (State) (Zip)

Telephone: _____ Other Telephone : _____ Email Address: _____

In Case of Emergency Please Notify:

Name _____ Relationship _____

Address _____ Telephone _____

General Information

Are you over 18 years of age? _____ Yes _____ No

Are you on lay-off? _____ Yes _____ No
If yes, are you subject to recall? _____ Yes _____ No

Do you have any relatives working for the Township? _____ Yes _____ No
If yes, who? _____

Have you filed an application with the Charter Township of Clinton previously? _____ Yes _____ No
If yes, when? _____ For what positions? _____

Were you ever employed by the Charter Township of Clinton previously? _____ Yes _____ No
If yes: _____
Position Department Dates

Are you authorized to work in the USA? _____ Yes _____ No

Will you now or in the future require sponsorship for employment visa status? _____ Yes _____ No

Note: Employment is contingent upon verification of employment eligibility under the provisions of the Immigration Reform and Control Act of 1986 and subsequent legislation.

Have you ever been dismissed or asked to resign from any employment? _____ Yes ___ No
If yes, give date, where you worked and explanation. Date: _____ Location: _____
 Explanation: _____

Have you ever been refused employment? _____ Yes ___ No
If yes, state by whom and what reason. By Whom: _____
 Explanation: _____

Have you ever been convicted of a crime? _____ Yes ___ No
If yes, completely describe including location and date. Location: _____ Date: _____
 Description: _____
Note: A conviction record will not necessarily be a bar to employment. Factors such as age, time of offense, seriousness and nature of violation, and rehabilitation will be considered.

Are you capable of performing, with or without reasonable accommodation (special assistance, equipment or other help), the activities involved in the job or occupation for which you have applied? _____ Yes ___ No

Who referred you to the Township? _____

EDUCATION & TRAINING

	High School or Equivalent	Vocational/ Technical	College	Graduate
Name of School, Address/City/State				
Did you graduate?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
Credits earned?				
Degree or certificate Received:	N/A			
Describe Course of Study:				

Describe any specialized training, apprenticeships, internships, skills, licenses, certificates, and extra-curricular activities that pertain to the position(s) for which you are applying.

List professional, trade, business group memberships and offices held, and volunteer work (excluding groups the name and character of which indicate race, color, gender, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected class):

Driving Information & History:

Driver's License No. _____ Chauffeur License No. _____
Commercial Driver' License (CDL) No. _____
Types of CDL Endorsements: _____
List Traffic Citations for Last Five Years: _____

Training & Experience:

Typing Speed _____ W.P.M.

Computer Skills (include software packages)

Equipment or Machines: _____
Hand Tools: _____
Other: _____

References (Do not include relatives or former employers)

Name	Address	Telephone
_____	_____	_____
_____	_____	_____

Military Service Record

Have you had any experience in the Armed Forces of the United States of America or in a state national guard? _____ Yes _____ No

If yes, which branch? _____ Rank at discharge _____
Active Duty from _____ to _____

Nature of Duties: _____

Date of discharge _____ Were you honorably discharged? _____ Yes _____ No

Note: A dishonorable discharge from the military will not necessarily be a bar to employment.

Employment Experience

List each job held in chronological order, beginning with the present or last job first.

Employer _____ Type of Business _____

Address _____ Phone _____

Starting Date _____ Starting Title _____ Starting Earnings _____

Ending Date _____ Ending Title _____ Ending Earnings _____

Starting Duties _____

Ending Duties _____

Last Immediate Supervisor's Name _____ Title _____

What did you like *Best* about this job? _____

What did you like *Least* about this job? _____

Reason for Leaving _____

May we contact this employer without jeopardizing your position? _____

Employer _____ Type of Business _____

Address _____ Phone _____

Starting Date _____ Starting Title _____ Starting Earnings _____

Ending Date _____ Ending Title _____ Ending Earnings _____

Starting Duties _____

Ending Duties _____

Last Immediate Supervisor's Name _____ Title _____

What did you like *Best* about this job? _____

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Address _____ Phone _____

Starting Date _____ Starting Title _____ Starting Earnings _____

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Starting Date _____ Starting Title _____ Starting Earnings _____

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Starting Duties _____

Ending Duties _____

Last Immediate Supervisor's Name _____ Title _____

What did you like *Best* about this job? _____

What did you like *Least* about this job? _____

Reason for Leaving _____

May we contact this employer without jeopardizing your position? _____

IF THERE ARE MORE THAN FOUR PREVIOUS EMPLOYERS, ATTACH ADDITIONAL SHEET.

**ACKNOWLEDGEMENTS, RELEASES, AND OTHER IMPORTANT INFORMATION
READ CAREFULLY**

1. The information in this application is complete and correct. I understand and acknowledge that if I have misrepresented or omitted any information, either in this application or in any interview, my application may be rejected or, if I have already been hired, my employment may be terminated.

2. I understand that the Township may request information from my current and former employers or, if I am hired by the Township, that prospective future employers may request information from the Township. Under either case, I authorize the Township and my current and former employers to provide any requested information, including any disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records, regardless of when they were issued. I waive the right to receive written notice of any such disclosure, and I release the Township and my current or former employers from any liability in connection with such disclosure. This waiver is made pursuant to the Bullard-Plawecki Employee Right-to-Know Act.

3. I understand that any employment offer is conditioned upon the results of a drug screening test and a post offer pre-employment medical examination.

4. I have read the job description(s) for the position(s) for which I am applying. I acknowledge that if I am disabled and require an accommodation to enable me to perform a job, under Michigan law, I must notify the Township of the need for an accommodation, in writing, within 182 days of when I knew or should have known of such a need, or I will be unable to rely on the Township's statutory duty under Michigan law to accommodate, if any.

5. In consideration of my employment, I agree to conform to the rules and regulations of the Charter Township of Clinton. I further acknowledge I will be on a probationary status from my date of hire. As a probationary employee, I understand that (a) I must work during the probationary period without interruptions; (b) my employment and compensation can be terminated at any time, with or without cause and with or without notice, at the option of either the Township or myself; (c) no officer or representative of the Township has now or has had in the past any authority to enter into any agreement for employment for any specified period of time or to make any agreement which is contrary to or a modification of the above-described employment relationship except an authorized official from the Human Resources Department, and that any such agreement or representation must be in writing and signed by both myself and an authorized Township representative; and (d) after my probationary period ends, I will be subject to the terms and conditions of a collective bargaining agreement and Civil Service rules.

6. I agree that in consideration for my employment or continued employment that any claim or lawsuit arising out of my employment with, or my application for employment with, the Township must be filed no more than six (6) months after the day of the action that is the subject of the claim or lawsuit. While I understand that the statute of limitations for claims arising out of an employment-related action may be longer than six (6) months, I agree to be bound by the six (6) month period of limitations set forth herein, and I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.

Name – Please Print _____ **Date** _____

Signature of Applicant _____

DISCLOSURE TO APPLICANT REGARDING CONSUMER REPORTS

You have applied to the Charter Township of Clinton (“the Township”) for employment. The Township may obtain consumer reports about you from a consumer reporting agency or agencies and may use the reports in deciding whether to hire you. These reports may include the following types of information: names and dates of previous employers, reason for termination of prior employment, job performance, work experience, accidents, etc.

Consumer reports may also contain information concerning your driving record, workers compensation claims, credit history, bankruptcy proceedings, criminal history, educational history, social security number and date of birth verification from the Social Security Administration. Information may be obtained from federal, state, or local governments, agencies, and former employers.

If you are hired by the Township, the Township may obtain consumer reports about you from time to time and may use the reports in deciding whether to retain you, promote you, reassign you, or for other employment purposes.

AUTHORIZATION

I understand that the Township may not obtain consumer reports about me unless I authorize it to do so. I also understand that if I refuse to give the Township authorization to obtain consumer reports, my application for employment will not be considered.

I hereby authorize the Charter Township of Clinton to obtain consumer reports in connection with my application and during any future employment by the Township. The Township has disclosed and I understand that consumer reports may include but are not limited to my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, driving records, and any other public records and information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics, and trustworthiness. I authorize without reservation any party or agency contacted by the Township to furnish the requested information. I understand that I have the right to request the Township to provide me with the nature and substance of all information in its files regarding me as of the time of the request.

This authorization shall service as ongoing authorization to the Township to procure consumer reports about me at any time during my employment (or contract) period.

Name – Please Print _____ **Date** _____

Signature of Applicant _____

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OPTIONAL

Information on this section will not be made available to those making employment decisions. This information is requested for statistical reporting purposes only. The data will be used to meet the federal government's reporting requirements under Executive Order 11246, which applies to federal contractors, Title VII of the Civil Rights Act of 1964 (as amended) and other regulations.

RACE/ETHNIC/GENDER IDENTIFICATION

- Male Female
- Black (not of Hispanic origin)
- Asian or Pacific Islander
- American Indian or Alaskan Native
- Hispanic
- White (not of Hispanic origin)

Position(s) Applied For _____

BIRTH DATE _____

AGE _____

Indicate how you learned of this position(s)

Refusal to fill this out will not effect your application being considered.

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**CLINTON TOWNSHIP RECREATION
SEASONAL EMPLOYMENT APPLICATION ADDENDUM**

APPLICATION DEADLINE: March 2, 2020

CTPR provides employment opportunities without regard to race, sex, age, national origin, citizenship, religion, disability, or veteran status, and will make necessary reasonable accommodations for disabled applicants and new hires. Your application will be considered active for 6 months. For consideration after that period, you must re-apply.

Name _____ Date _____

First Name (as you want it to appear on your name tag) _____

Date of Birth (optional but will be needed for background check if hired) _____

Verify Email address (all interviews will be schedule via email)

If you would like to receive text messages, please verify your mobile number _____
Mobile number with area code

School

Highest grade level completed by July 1st (please circle)

11

12

Currently
Enrolled
In College

College

High School attending _____

College Address (if different from home address)

Street Name and Number _____

City _____ State _____ Zip Code _____

Employment Interest List Positions desired in order of preference.

1. _____

2. _____

3. _____

4. _____

5. _____

Use this space to summarize any additional information necessary to describe your qualifications:

If you were a member of the CTPR Teen Volunteer Program, please complete the following section:

Teen Volunteer _____

List each year that you were active in this program

If you have held a position with CTPR in the past, please complete the following section:

YEAR _____	SITE _____	POSITION _____
YEAR _____	SITE _____	POSITION _____
YEAR _____	SITE _____	POSITION _____
YEAR _____	SITE _____	POSITION _____
YEAR _____	SITE _____	POSITION _____

This document should be returned with your completed application to:

CTPR
40700 ROMEO PLANK
CLINTON TOWNSHIP, MI 48038
(FAX) 586-723-8282
recreation@clintontownship.com

Deadline to Apply: Monday, March 2, 2020

Rev 12/19

Clinton Township Recreation

Seasonal Job Postings 2020

Interviews will be scheduled by email after the application deadline. If you do not receive an email, please check your spam folder before contacting us. Special event and program hours are also available to employees in good standing, during the summer and school year.

Seasonal Supervisor: **Pay Rate:** \$14.65 **Days/Hours:** Monday–Friday 8:00am-4:00pm
Requirements: Degree in recreation, education, or related field preferred, and **one seasonal year experience with the Clinton Township Recreation Department.** Must be at least 18 years of age with a valid driver’s license for a minimum of 2 years.

Job Summary: Responsible for the direct supervision of all seasonal programs and employees. To ensure that employees are following all guidelines outlined in the employee handbook. Supervisors will assist with employee orientations, complete weekly evaluations for each site assigned, and complete personnel evaluations for all employees at the end of the program. Supervisors will travel throughout the day from site to site.

Clerical: **Pay Rate:** \$11.25 **Days/Hours:** Monday –Friday 8:00am-4:30pm*
Requirements: Completion of 12th grade. Must have experience in computers and knowledge of all other clerical duties.
Job Summary: You will be involved in the day-to-day activities in the office, ranging from registering residents into the summer programs to creating summer reports. Clerical will work under the direct supervision of the full time office staff.
*Flex hours may be required to keep under 40 hours per week.

Inventory Control Coordinator: **Pay Rate:** \$12.95 **Days/Hours:** Monday –Friday 8:00am-4:30pm*
Requirements: One seasonal year experience with the Clinton Township Recreation Department AND at least 18 years of age with a valid driver’s license for a minimum of 2 years.

Job Summary: Responsible for a variety of tasks. In the absence of the full time staff, the Coordinator will oversee the Recreation Assistants and assist in the delivery of supplies to all sites, maintain inventory supply, supervise and maintain Recreation Assistants schedule, prioritize daily tasks, and interact with the public when needed. After hours Special Events are mandatory. Inventory Control Coordinator will work under the direct supervision of the full time staff. *Flex hours will be required to keep under 40 hours per week.

Recreation Assistant or Recreation Assistant Intern*: **Pay Rate:** \$11.25 **Days/Hours:** Monday–Friday 8:00am-4:30pm*

Requirements: Must be at least 18 years of age with a valid driver’s license for a minimum of 2 years.
Job Summary: Recreation Assistant will be responsible for a variety of tasks. The Recreation Assistant will oversee delivery of supplies to all sites, maintain inventory supply, supervise and maintain a schedule, prioritize daily tasks, and interact with the public when needed. After hours special events are mandatory. Recreation Assistant will work under the direct supervision of the full time staff. *Flex hours will be required to keep under 40 hours per week.
***Intern position will include additional responsibilities.** Please visit our website at clintontownship.com/recreation for a more detailed job description.

Day Camp Instructor (CDBG): **Pay Rate:** \$14.15 **Days/Hours:** Monday–Thursday 8:00am-3:00pm
Requirements: Degree in recreation, education, or related field preferred, and/or **one seasonal year experience with the Clinton Township Recreation Department.**

Job Summary: Will be assigned to a Community Develop Block Grant (CDBG) funded site in an at risk youth location. Responsible for providing six weeks of a variety of recreation and educational opportunities for children ages 6 - 14. Attendance at the sites averages 50 - 100! Work site can be indoors or outdoors and they are located within the Township. The Day Camp Instructor (CDBG) will be the direct supervisor of 3 – 4 staff members.

Day Camp Assistant (CDBG): **Pay Rate:** \$11.00 **Days/Hours:** Monday–Thursday 8:00am-3:00pm
Requirements: Completion of high school.

Job Summary: Will be assigned to a Community Develop Block Grant (CDBG) funded site in an at risk youth location. Responsible for providing six weeks of a variety of recreation and educational opportunities for children ages 6 - 14. Attendance at the sites averages 50 - 100! Work site can be indoors or outdoors and they are located within the Township. Day Camp Assistants (CDBG) will assist in all lesson plans and assist in leading all activities.

Day Camp Instructor: **Pay Rate:** \$11.25 **Days/Hours:** Monday –Thursday 8:00am-3:00pm
Requirements: 48 college credits. Recreation, Education or related field preferred or 2 years employment as Day Camp/Playground Assistant.

Job Summary: The day camp program is designed for boys and girls ages 6-14 years old. Your staff will provide a variety of activities every half hour throughout the day. Attendance at the sites averages 50 - 100! The Day Camp Instructor will provide a weekly lesson plan and will be assisted by 1-4 assistants. Work site can be indoors or outdoors and they are located within the Township

Day Camp Assistant: **Pay Rate:** \$10.00 **Days/Hours:** Monday–Thursday 8:00am-3:00pm
Requirements: Completion of 11th grade.

Job Summary: The day camp program is designed for boys and girls ages 6-14 years old. Your staff will provide a variety of activities every half hour throughout the day. Attendance at the sites averages 50 - 100! The Day Camp Assistant will assist the Day Camp Instructor with the weekly lesson plan. Work site can be indoors or outdoors and they are located within the Township.

Adaptive Day Camp Instructor: **Pay Rate:** \$14.15 **Days/Hours:** Monday–Thursday 8:00am-3:00pm
Requirements: Four year degree in special education and two years of teaching experience preferred.

Job Summary: Responsible for providing six weeks of recreational opportunities for children with a variety of disabilities between the ages of 5-19. The Adaptive Day Camp Instructor will provide the Supervisor with a weekly lesson plan. The lesson plan will break down each activity that site will accomplish that week. Attendance can range from 5-19. Work site will be indoors and will be located within the Township. The Adaptive Day Camp Instructor will be assisted by 1-3 Assistants.

Adaptive Day Camp Assistant: **Pay Rate:** \$11.00 **Days/Hours:** Monday –Thursday 8:00am-3:00pm
Requirements: 24 college credits. Special Education, Education, Recreation or related field preferred

Job Summary: Responsible for assisting the Adaptive Day Camp Instructor by providing six weeks of recreational opportunities for children with a variety of disabilities between the ages of 5-19. Adaptive Day Camp Assistants will assist with the weekly lesson plan. The lesson plan will break down each activity that site will complete that week. Work site will be indoors and will be located within the Township.

Early Childhood Instructor: **Pay Rate:** \$14.15 **Days/Hours:** Monday –Thursday 9:15am – 3:15pm
Requirements: Four year degree in early childhood development preferred.

Job Summary: You will work with two other staff members. Registration is approx. 20 students per class ranging in age from 3-5 years old. The instructor will be responsible for a 5 weeks unit plan that provides a variety of activities throughout the program for these participants. We encourage assistants to get involved with the programming when possible.

Early Childhood Assistant: **Pay Rate:** \$11.00 **Days/Hours:** Monday –Thursday 9:15am – 3:15pm
Requirements: 24 college credits toward a related field. Experience preferred

Job Summary: You will work with two other staff members. Registration is approx. 20 students per class ranging in age from 3-5 years old. The assistant will be responsible for leading activities from the week unit plan. We encourage assistants to help develop the programming when possible.

CLINTON TOWNSHIP IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Deadline: Monday, March 2, 2020

Download an application for new employees at www.clintontownship.com/recreation

CALL 586-286-9336 FOR ADDITIONAL INFORMATION

Rev 12/19