



Bear Creek Township
373 Division Road
Petoskey, Michigan 49770
Phone: 231-347-0592 Fax: 231-347-0736

APPLICATION FOR EMPLOYMENT

Bear Creek Township is an Equal Opportunity Employer

It is the policy of Bear Creek Township to offer an equal employment opportunity regardless of a person's race, religion, color, national origin, sex, age marital status, height, weight or disability.

PERSONAL			
Name (Last, First, Middle)			
Address (Street, City, State, Zip code)			How many years?
Telephone			
Previous Address Street, city, state, zip code)			How many years?
Specify any days or times you are not available for work:			
Position Applied For:	Salary Expectation: \$ Per	Date Available for work:	Employment Status: ____ Full Time ____ Part Time
Have you ever been employed by Bear Creek Township? ____ Yes ____ No	Start Date	Date Left	
In What Department:	In what position:	Reason for leaving:	

Are you legally qualified to work in the United States? ____ Yes ____ No

MILITARY SERVICE		Dates of Service: From:	To:
Service	Branch	Reserve Status	
Specialized training and duties:			

Employment History

List your last three employer, most current first. Attach additional signed sheet if necessary. Also, list and explain any period(s) of unemployment. Please answer all inquiries. 'See Resume' is not acceptable.

May we contact your current employer? ☐ Yes ☐ No

Employer's Name	Dates (month and Year) From: To:
Address (Street, city, state, zip code)	Telephone
Supervisor (Name & Title)	Your Title & Salary
Duties & Responsibilities	
Reason for Leaving	

Employer's Name	Dates (month and Year) From: To:
Address (Street, city, state, zip code)	Telephone
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Employer's Name	Dates (month and Year) From: To:
Address (Street, city, state, zip code)	Telephone
Supervisor (Name & Title)	Your Title & Salary
Duties & Responsibilities	
Reason for Leaving	

Have you ever been discharged by an employer or resigned in lieu of discharge? ☐ Yes ☐ No

Have you ever been disciplined (other than discharged) by an employer? ☐ Yes ☐ No

If you answered yes to any of the previous questions, explain all such incidents, giving facts, dates, describing any action you took and any resolution below or on an attached signed sheet.

Education:

Total number of years of formal education from and including first grade. _____

SCHOOL	LOCATION	DEGREE
High School		
Business School		
College/University		
Trade/Vocational School		

Professional Licenses, Registrations and/or Certifications

List all types of any licenses or certificates which have been issued to you (including national certifications) and identify the state or organization which issues them. Attach additional pages if necessary.

Have you ever had any license or certification placed under investigation, disciplinary action, suspended, revoked or put on probation? ____Yes ____No

Have you ever been denied a license or certification? ____Yes ____No

If you answered yes to either of the above questions, explain in detail on an attached signed statement your reason for leaving.

Miscellaneous

Do you have any felony charges pending against you? ____Yes ____No

Have you ever been convicted of/or pledged guilty or no contest to a crime (felony or misdemeanor)? ____Yes ____No

If so, explain the date, nature of the offense and circumstances on an attached, signed statement.

Are you 18 years of age or older? ____Yes ____No

Do you have any relatives employed by this employer? ____Yes ____No

If Yes: Name_____ Relationship_____

Department _____

References – (Not related to you)

	Name	Address	Telephone
1.	_____		
2.	_____		
3.	_____		

I affirm that the information provided in this application (and accompanying resume, if any) is true and complete. I understand and agree that any false information, misrepresentations or omissions may disqualify me from further consideration for employment or may result in discipline or dismissal if discovered later.

I authorize Bear Creek Township to investigate all statements contained in this application through all references and resources concerning me, including, but not limited to, school records, records of licensing or certification agencies, disciplinary records of any current or former employers, an/or law enforcement records. I authorize all such references and resources, and Bear Creek Township, to release this information without liability for giving it. I waive any written notice of the release of such records that may be required by state or federal law.

Should I receive a conditional offer of employment, I agree to submit to a physical medical examination, which may include a drug test. I authorize any physician or entity conducting such examination or test to release the results of such examination or test to Bear Creek Township.

I understand that if I have a protected disability that affects my ability to perform the essential functions of the job I seek; I may ask Bear Creek Township to make a reasonable accommodation for it. I must make my request in writing to the Bear Creek Township clerk as soon as possible and under the Michigan Persons with Disabilities Civil Rights Act, as amended, such notice must be given no late than 182 days after the date I know or reasonably should know that accommodations is needed.

I understand and agree that, if I am hired, my employment is at will and that it may be terminated, either by me or by Bear Creek Township, at any time, with or without notice or cause. It is with understanding of Bear Creek Township's right to make discharge decisions, that I will accept the employment offered to me.

Date_____ Signature of Applicant _____