KINROSS CHARTER TOWNSHIP
est. 1899

4884 W. Curtis Street
Kincheloe, Mi. 49788
(906)495-5381

Application for Employment

All applicants to **Kinross Charter Township** are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status, or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring an accommodation to complete the application and/or interview process should contact Kinross Charter Township at (906)495-5381.

Position(s) applying for:			Date of application:
Print full name:			
Street address:			
City:		State:	ZIP:
Main phone number:	Alt. phone number:		Email:

Employment Experience

List the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give company name and provide business references. Add an additional page if necessary.

Name of employer:	May we contact? ☐ Yes ☐ No
Supervisor name:	Phone number:
Street address:	Dates employed (month/year):
Job title and duties:	Reason for leaving:

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Name of employer:	May we contact? ☐ Yes ☐ No
Supervisor name:	Phone number:
Street address:	Dates employed (month/year):
Job title and duties:	Reason for leaving:

Name of employer:	May we contact? ☐ Yes ☐ No
Supervisor name:	Phone number:
Street address:	Dates employed (month/year):
Job title and duties:	Reason for leaving:

Have you ever been involuntarily terminated or asked to resign from any job? ☐ Yes ☐ No

If yes, explain:

Explain any gaps in your employment history.

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Licenses and Certifications – List any licenses and certifications

Driver's License ☐	CDL ☐	Endorsements:
Other:		
Other:		
Other:		
Other		

List any other experience, job-related skills, additional languages, or other qualifications that you believe should be considered.

Education

Describe your educational background in the following table. Use additional paper as needed.

	School name	Diploma/ degree (yes/no)	Area of study/ major	Specialized training, skills, or extracurricular activities
High school				
College/ university				
Graduate/ professional school				
Trade school				
Other				

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Business and Professional References

List three professional references of individuals who are *not* related to you:

Name and title	Relationship	Phone number or email

Personal References

List three people who know you well:

Name and title	Relationship and years acquainted	Phone number or email

General Information

1. Have you ever used another name? ☐ Yes ☐ No

2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record? ☐ Yes ☐ No

   If yes to either of the above, explain:

3. Have you ever worked for the **Township** before? ☐ Yes ☐ No

   If yes, provide dates and position:

4. Do you have friends and/or relatives working for the **Township**? ☐ Yes ☐ No

   If yes, names and relationships:

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5. On what date are you available to begin work? _____

6. Days/hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

7. Work availability: ☐ Full time ☐ Part time ☐ Shift work ☐ Temporary

8. If hired, do you have a reliable means of transportation to and from work? ☐ Yes ☐ No

9. Can you travel if the position requires it? ☐ Yes ☐ No

10. Can you relocate if the position requires it? ☐ Yes ☐ No

11. Are you at least 18 years old? ☐ Yes ☐ No

    Note: If under 18, hire is subject to verification that you are of minimum legal age.

12. If hired, can you present evidence of your identity and legal right to work in this country?

    ☐ Yes ☐ No

13. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation? ☐ Yes ☐ No

    Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

Applicant Statement and Agreement

Read and initial each paragraph below. Ask if there is anything that you do not understand.

_____ I hereby authorize Kinross Charter Township to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to Kinross Charter Township any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Kinross Charter Township, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

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_____ In the event of my employment with Kinross Charter Township, I understand that I am required to comply with all rules and regulations of Kinross Charter Township.

_____ If hired, I understand and agree that my employment with Kinross Charter Township is at will and that neither I nor Kinross Charter Township is required to continue the employment relationship for any specific term. I further understand that Kinross Charter Township or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I understand that the safety of employees is extremely important to Kinross Charter Township and that Kinross Charter Township is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration law requires me to complete an I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed, and the remainder of this Agreement shall be enforceable.

My signature attests to the fact that I have read, understand, and agree to all of the above terms.

Signature:

Name (print):

Date:

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CONFIDENTIAL

I,

Print First name _____ Middle Name _____ Last Name _____

Authorize Kinross Charter Township to conduct a criminal history background check.

I also understand that my employment is contingent on passing a drug test, pre-employment physical, ICHAT check and driving record check, as well as any new employment training if applicable.

Male ☐ Female ☐

Date of birth:	mm	dd	yyyy
Driver's License Number:			
State:			

Department requesting check:	

_____
Signature

This form must be legible and filled out fully, including spelling out the middle name. Any forms not legible or completed fully will be returned to the Department requesting.