



# Buena Vista Charter Township Employment Application

Please type or print legibly

PERSONAL DATA	
Applicant Name (Last, First, M.I., Nickname)	Today's Date
Present Address (Number, Street, City, State, Zip code)	Current Phone Number (     )
Permanent Address (Only if different than above)	
E-Mail Address	Social Security Number
Drivers License Number	
Are you a U.S. citizen, permanent resident, temporary resident, asylee, or refugee? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, do you have the legal right to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____	
Have you ever been employed by Buena Vista Charter Township <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state dates and department: _____	

PREFERENCES	
Describe briefly the type of work desired _____	
<input type="checkbox"/> Main Office <input type="checkbox"/> Department of Public Works <input type="checkbox"/> Fire Department <input type="checkbox"/> Police Department	
<input type="checkbox"/> Waste Water Treatment Plant <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> Manager's Office <input type="checkbox"/> Assessor's Department	
<input type="checkbox"/> Treasury Department <input type="checkbox"/> Community Development <input type="checkbox"/> Other _____	
Salary range within which you would consider a position \$ _____ per year	
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No                      If no, please explain _____	
Date available for employment _____	

EDUCATION				
Educational Institution Attended	Majored In:	Degree	GPA	Grad. Year
Street Address, City and State		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Educational Institution Attended	Majored In:	Degree	GPA	Grad. Year
Street Address, City and State		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Educational Institution Attended	Majored In:	Degree	GPA	Grad. Year
Street Address, City and State		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Educational Institution Attended	Majored In:	Degree	GPA	Grad. Year
Street Address, City and State		<input type="checkbox"/> Yes <input type="checkbox"/> No		
List any additional certifications:				

### WORK EXPERIENCE (last 10 years)

Organization Name	Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Contract <input type="checkbox"/> Other	Start/End Date /	Monthly Earnings	Reason for leaving
Street Address, City and State				
Phone Number                      Supervisor Name				
Nature of Work				
Organization Name	Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Contract <input type="checkbox"/> Other	Start/End Date /	Monthly Earnings	Reason for leaving
Street Address, City and State				
Phone Number                      Supervisor Name				
Nature of Work				
Organization Name	Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Contract <input type="checkbox"/> Other	Start/End Date /	Monthly Earnings	Reason for leaving
Street Address, City and State				
Phone Number                      Supervisor Name				
Nature of Work				

Please provide additional information regarding your educational, professional and/or community experience that you feel would be helpful to us in considering your application (you can exclude all information indicative of age, sex, race, religion, color, national origin, and disability). Attach a list of additional information if necessary.

### US MILITARY DATA (If applicable)

Time Served	Military Assignment and Type of Activity	Highest Rank and Special Training
Start Date:     /		
End Date:     /		
Start Date:     /		
End Date:     /		

***Please read carefully***

In consideration of any employment that may be offered to me by Buena Vista Charter Township, I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either Buena Vista Charter Township or myself. Only the Township Manager has the authority to change the above and the change must be in writing.

I understand that any position offered to me by Buena Vista Charter Township is conditional upon my completion of a routine medical examination that will include passing the substance abuse screening.

I understand that it is customary for companies to investigate information furnished in employment applications and that my employment, at Buena Vista Charter Townships option, may be contingent upon its accuracy. I, therefore, authorize investigation of all matters herein:

May we contact your present employer?  Yes      No      Not applicable

I certify that all information on this application is accurate to the best of my knowledge. I also understand that false, misleading or deliberate omission of a statement in my application is justification for refusal of employment at Buena Vista Charter Township.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Any items on this form that you feel violate Federal or State civil rights legislation need not be completed. We hire only U.S. citizens and lawfully authorized alien workers.

**Buena Vista Charter Township Is An Equal Opportunity Employer**

Please return application to:  
**Buena Vista Charter Township**  
**Human Resources Department**  
**1160 S. Outer Drive**  
**Saginaw MI 48601**