



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? Yes No	
If not, do you have the legal right to work in the US? Yes No	
If yes, please explain: _____	
Have you ever been convicted of a felony Yes No If yes, when and nature of offense _____	
Are there any current felony charges pending against you? If yes, when and nature of offense _____	
Have you ever been employed by Buena Vista Charter Township Yes No	
If yes, state dates and department _____	

PREFERENCES

Describe briefly the type of work desired _____			
Main Office	Department of Public Works	Fire Department	Police Department
Waste Water Treatment Plant	Parks & Recreation	Manager's Office	Assessor's Department
Treasury Department	Community Development	Other _____	
Salary range within which you would consider a position \$ _____ per year			
Are you willing to travel? Yes 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		
_____ Street Address, City and State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
_____ Street Address, City and State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
_____ Street Address, City and State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
List any additional certifications:				

WORK EXPERIENCE (last 10 years)

Organization Name _____ Street Address, City and State _____ Phone Number _____ Supervisor Name _____ Nature of Work _____	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 _____
Organization Name _____ Street Address, City and State _____ Phone Number _____ Supervisor Name _____ Nature of Work _____	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 _____
Organization Name _____ Street Address, City and State _____ Phone Number _____ Supervisor Name _____ Nature of Work _____	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 _____

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 Township's 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**