Application For Employment

CHARTER TOWNSHIP OF CLINTON

40700 Romeo Plank Road, Clinton Township, MI 48038 586-286-9342 civilservice@clintontownship-mi.gov

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, height, weight, veteran status, marital status, sexual orientation, gender identity, gender expression, genetic information, or any other characteristic protected by law. Under the Michigan Persons with Disabilities Civil Rights Act, a person with a disability may allege a violation of the Act regarding the failure to accommodate only if the person notifies the employer in writing of the need for accommodation within 182 days after the date the person knew or reasonably should have known that an accommodation was needed.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED PLEASE PRINT OR TYPE

	PLEASI	E PRINT OR T	ГҮРЕ			
Date:						
Position(s) Applied For:		Would	you consider	a part-time posi	tion?	
Name:						
(Last)	(F	'irst)		(Middl	e)	
Address:				How long? (I	From/To)	
(Number & Street)	(City)	(State)	(Zip)			
Preferred method of communication: Home Phone:	Cell Phone/Text:		Email	Address:		
In Case of Emergency Please Noti	fy:					
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 reca	111?				Yes	No
Do you have any relatives working If yes, who?					Yes	No
Have you filed an application with If yes, when?					Yes	
Were you ever employed by the C If yes:	-	Clinton previou	sly?		Yes	No
Position	Department			Dates		
Are you authorized to work in the Will you now or in the future requestion. Note: Employment is contingent upon verificat	uire sponsorship for o				l Act of 1986 ar	nd subsequ

_ Yes ____ No

Have you ever been dismissed or asked to resign from any employment?

If yes, give date, where you worked and explanation: _

ill not necessarily be a babilitation will be considerning, with or without ree job or occupation for	date:ar to employment. Factors red. asonable accommodation which you have applied Vocational/ Technical	s such as age, time of offer n (special assistance, eq	ense, seriousness and uipment or other h Yes N
bilitation will be consider ning, with or without re e job or occupation for ownship? NG High School or	red. casonable accommodatio which you have applied Vocational/	n (special assistance, eq	uipment or other h Yes N
e job or occupation for ownship? NG High School or	which you have applied' Vocational/	?	Yes N
NG High School or	Vocational/		
High School or		College	Graduate
		College	Graduate
Yes No	Yes No	YesNo	Yes No
NA			
	NA	NA	

gender identity, gender express	e disability, height, weight, vete sion, genetic information, or any	eran status, marital status, so other characteristic protected	
Oriving Information & History:			
Commercial Driver' License (CD) Types of CDL Endorsements:	L) No		
List Traffic Citations for Last Fiv	e Years:		
<u> Fraining & Experience:</u>			
Гурing Speed	_W.P.M.		
Computer Skills (include software	e packages)	-	
Hand Tools:			
Otner:			
		Telephon	ne
References (Do not include relativ	res or former employers)	Telephon	ne
References (Do not include relative Name	res or former employers)	Telephon	ne
Name Military Service Record Have you had any experience in the	res or former employers)	es of America	YesNo
Name Military Service Record Have you had any experience in the prince in a state national guard? If yes, which branch?	res or former employers) Address	es of America t discharge	Yes No
Name Military Service Record Have you had any experience in the for in a state national guard? If yes, which branch?	Address Address The Armed Forces of the United State The Armed Forc	es of America t discharge	Yes No
Name Military Service Record Have you had any experience in the for in a state national guard? If yes, which branch? Active Duty from Nature of Duties: Date of discharge Note: A dishonorable discharge from the memployment Experience	Address Address The Armed Forces of the United State Rank a	es of America t discharge e you honorably discharged? nent.	YesNo
Name Military Service Record Have you had any experience in the print of a state national guard? If yes, which branch? Active Duty from Nature of Duties: Date of discharge Note: A dishonorable discharge from the memory in the memory is a state of the memory is a s	Address Address The Armed Forces of the United State Rank a to Were litary will not necessarily be a bar to employn	es of America t discharge e you honorably discharged? nent. st job first.	YesNo
Name Military Service Record Have you had any experience in the print of a state national guard? If yes, which branch? Active Duty from Nature of Duties: Date of discharge Note: A dishonorable discharge from the memory is many and the memory is	Address Address The Armed Forces of the United State Rank a to Were litary will not necessarily be a bar to employned order, beginning with the present or lateral contents of the united State and the united State and the united State are sent or lateral contents of the united State and the united State are sent or lateral contents of the united State and the united State are sent or lateral contents of the united State and the united State are sent or lateral contents of the united State and the united State are sent or lateral contents of the united State and the united State are sent or lateral contents of the united State and the united State are sent or lateral contents of the united State and the united State are sent or lateral contents of the united State and the united State are sent or lateral contents of the united State are sent or lateral contents of the united State are sent or lateral contents of the united State and the united State are sent or lateral contents of the united State ar	es of America t discharge e you honorably discharged? nent. st job first. Type of Business	Yes No
Name Military Service Record Have you had any experience in the for in a state national guard? If yes, which branch? Active Duty from Nature of Duties: Date of discharge Note: A dishonorable discharge from the memory in	Address Address The Armed Forces of the United State Rank a to Were litary will not necessarily be a bar to employne order, beginning with the present or lateral contents of the united State and the united State and the united State are sent to the united State and the united State are sent to the united State and the united State are sent to the united State and the united State are sent to the united State and the united State are sent to th	es of America t discharge e you honorably discharged? nent. st job first. Type of Business Phone	Yes No
Name Military Service Record Have you had any experience in the for in a state national guard? If yes, which branch? Active Duty from Nature of Duties: Date of discharge Note: A dishonorable discharge from the memployment Experience List each job held in chronological of the memployment in	Address Address The Armed Forces of the United State Rank a to Were litary will not necessarily be a bar to employne order, beginning with the present or la	es of America t discharge e you honorably discharged? nent. st job first. Type of Business Phone Starting Earnings	Yes No

Last Immediate Supervisor's Na	nme	Title
What did you like <i>Best</i> about th	is job?	
	nis job?	
May we contact this employer v	vithout jeopardizing your position?	
Employer	T	Type of Business
Address		Phone
Starting Date	Starting Title	
Ending Date	Ending Title	Ending Earnings
Starting Duties		
Ending Duties		
Last Immediate Supervisor's Na	nme	Title
What did you like <i>Best</i> about the	is job?	
What did you like <i>Least</i> about the	nis job?	
Reason for Leaving		
May we contact this employer v	vithout jeopardizing your position?	
Employer		Type of Business
Address		Phone
	Starting Title	Starting Earnings
Starting Date		
	Ending Title	Ending Earnings _

Last Immediate Supervisor's Name		Title
What did you like Best about this job	o?	
What did you like <i>Least</i> about this jo	bb?	
Reason for Leaving		
May we contact this employer without	ut 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	o?	
What did you like Least about this jo	bb?	
Reason for Leaving		
May we contact this employer without	ut 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 statue 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 STATUE 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		

EQUAL EMPLOYMENT OPPORTUNITY DATA 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

BLA	ACK (not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.
East	AN OR PACIFIC ISLANDERS – All persons having origins in any of the original people of the Far t, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, na, Japan, Korea, the Philippine Islands and Samoa.
of N	ERICAN INDIAN or ALASKAN NATIVE – All persons having origins in any of the original people orth America, and who maintain cultural identification through tribal affiliation or community ognition.
	PANIC – All persons of Mexican, Puerto Rican, Cuban, Central of South America, or other Spanish ure of origin, regardless of race.
	ITE (not of Hispanic origin) – All persons having origins in any of the original people of Europe, th Africa, or the Middle East.
selec	LTI-RACIAL (having parents of more than one of the broad race categories listed above) – If you ct this category please also check the category above which is your predominant race (the race you are t often identified as).
MAL	LEFEMALE
BIRTH DATE:	AGE:
Position(s) Applied	For:
Indicate how you le	arned of this position(s):

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

CLINTON TOWNSHIP RECREATION SEASONAL EMPLOYMENT APPLICATION ADDENDUM

APPLICATION DEADLINE: UNTIL POSITIONS ARE FILLED

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 a	ppear on your name tag) _			
Date of Birth (optional but will	be needed for background	check if hired)		
Verify Email address (all inter	views will be schedule via	email)		
If you would like to receive	ext messages, please	verify your mobile nun		or with area code
School				
Highest grade level complete	ed by July 1st (please c			
11	12	Currently Enrolled In College	Col	llege
School attending				
College Address (if different f	rom home address)			
Street Name and Nu	mber			
City		:	State	Zip Code
Employment Intere	St List Positions de	sired in order of prefer	ence.	
1				
2				
3				
4				
5.				

'	Jse this space to summarize any addi	tional information necessary to describe your qualifications:	
If you were a meml	per of the CTPR Teen Volunteer P	rogram, please complete the following section:	
Teen Volunteer	List ead	ch year that you were active in this program	
If you have held a	position with CTPR in the past, pl	ease complete the following section:	
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

Clinton Township Recreation Seasonal Job Postings 2023

Seasonal Supervisor: Pay Rate: \$15.50 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: \$12.00 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.

Recreation Assistant or

Recreation Assistant Intern*: Pay Rate: \$12.00 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: Pay Rate: \$12.00 Days/Hours: Monday –Thursday 8:00am-3:30pm

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: \$11.00 Days/Hours: Monday–Thursday 8:00am-3:30pm

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:** \$14.50 **Days/Hours:** Monday—Thursday 8:00am-3:30pm

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-3:30pm

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: \$14.50 **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: Pav 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.

Pay Rate: \$12.00-\$15.00 **Days/Hours:** Monday –Friday 9:30am – 7:30pm **Splash Pad Attendant**:

Saturday - Sunday 10:30am - 6:30pm

Requirements: Must be at least 18 years of age.

Job Summary: Splash Pad Attendant will work 20-30 hours per week under full time recreation staff and be responsible for day-to-day operations including, but not limited to: opening/closing the splash pad, facilitate entry procedures and manage membership, monitors splash pad for safety, enforces policies and rules, customer service, basic cleaning. Splash Pad Attendants will work with additional recreation and DPW staff to maintain and operate the splash pad.

Adaptive Softball Head Coach: Pay Rate: \$15.50 Days/Hours: Tuesdays and some Thursdays 6:00pm-9:00pm (times vary)

Requirements: Must be at least 18 years of age with a valid driver's license for minimum of 2 years.

Job Summary: Coaches will be working with individuals ages 12 and up with developmental or physical impairments. Head Coach is responsible for leading, motivating and giving guided instruction to players. Head Coaches must have some softball/baseball knowledge and help create batting line ups and placing players into positions. Home games are played at the Civic Center. Vehicle will be provided for aways games, which are located in surrounding Macomb County cities. Season runs May 16 – August 10.

Adaptive Softball Assistant Coach: Pay Rate: \$13.75 Days/Hours: Tuesdays and some Thursdays 6:00pm-9:00pm (times vary)

Requirements: Completion of 11th grade.

Job Summary: Coaches will be working with individuals ages 12 and up with developmental or physical impairments. Assistant Coach is there to help lead, motivate and give guided instruction to players. Assistant Coaches should have some softball/baseball knowledge and help create batting line ups and placing players into positions. Home games are played at the Civic Center. Vehicle will be provided for aways games, which are located in surrounding Macomb County cities. Season runs May 16 – August 10.

Job offers will be sent out after interviews have been completed. If you interviewed and have not received anything from us by April 28, 2023, please contact us. If you do not receive an email, please check your spam folder before contacting us. Special event and extra program hours are also available to employees in good standing, during the summer and school year.

CLINTON TOWNSHIP IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Download an application for new employees at www.myctpr.com