

Township of Sumpter  
 23480 Sumpter Road  
 Belleville, MI 48111  
 (734) 461-6201  
 Attn: Human Resources  
 hr@sumptertwp.org



## EMPLOYMENT APPLICATION

It is the policy of Sumpter Township to provide a work environment that is free of discrimination, intimidation, offensive behavior, and harassment by any individual against any other individual on the basis of sex, race, color, national origin or ancestry, age, religion, marital status, pregnancy, veteran status, disability, height, weight or "protected activity" (meaning opposition to discrimination or participation in proceedings covered by anti-discrimination statutes). The Township will investigate any complaint of conduct violating this policy. If a violation is found, the Township will take prompt and appropriate corrective action, including discipline up to and including termination of employment where appropriate, to stop unwelcome behavior before it rises to the level of a violation of state or federal law. For purposes of this policy, "individual" includes all Township elected officials, employees, suppliers, independent contractors and their employees, officers and agents, appointees, citizens, and volunteers.

APPLICANT INFORMATION			
LAST NAME		SSN:	
FIRST NAME & MIDDLE INITIAL		DATE OF BIRTH	
STREET ADDRESS		PHONE 1	
CITY/STATE/ ZIP CODE		EMAIL ADDRESS	
Are you 18 or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Legally Authorized to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Military Service?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which branch?	
Convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
What position are you applying for?		Did you receive a position description?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Available to Begin		Date of Application	
Are you employed currently?	<input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you previously employed by Sumpter Township?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How did you hear about us?	

PREVIOUS EXPERIENCE			
EMPLOYER NAME 1		START DATE	
SUPERVISOR NAME		END DATE	
STREET ADDRESS		PHONE	
CITY/STATE/ZIP CODE		EMAIL ADDRESS	
POSITION HELD		RATE OF PAY	
Reason for leaving?		May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
EMPLOYER NAME 2		START DATE	
SUPERVISOR NAME		END DATE	
STREET ADDRESS		PHONE	
CITY/STATE/ZIP CODE		EMAIL ADDRESS	
POSITION HELD		RATE OF PAY	
Reason for leaving?		May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
EMPLOYER NAME 3		START DATE	
SUPERVISOR NAME		END DATE	
STREET ADDRESS		PHONE	
CITY/STATE/ZIP CODE		EMAIL ADDRESS	
POSITION HELD		RATE OF PAY	

Reason for leaving?		May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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EDUCATION			
	NAME & LOCATION	LAST YEAR COMPLETED	MAJOR/EMPHASIS & DEGREE EARNED
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
TRADE SCHOOL			
OTHER/APPLICABLE TRAINING		APPLICABLE SKILLS/PROFICIENCIES	

REFERENCE	
1 NAME	
ADDRESS	
PHONE	
REFERENCE	
2 NAME	
ADDRESS	
PHONE	
REFERENCE	
3 NAME	
ADDRESS	
PHONE	

Complete only if applying for a Safety-Sensitive position	
Applying for Transportation Driver (see the position description)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed the previous employer release of information form:	<input type="checkbox"/> Yes <input type="checkbox"/> No

DOT Rule 49 CFR Part 40 Section 40.25: Have you tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you have applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years?

☐ Yes  
☐ No

**WAIVER & RELEASE-PLEASE READ AND SIGN BELOW:**

I certify that the answers and information given by me in this application are true, correct, and complete without qualification. I understand that the Township of Sumpter has the right to refuse to hire or immediately discharge me at any time if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.

I hereby authorize the township to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contracted by the Township of Sumpter to release to the Township any information they have regarding me without providing written notice to me and that I waive any legal claims against such third parties for providing this information to the Township.

I also understand that if the Township makes an offer of employment to me, I may be required to undergo, at the Township's expense, a psychological exam and/or medical examination that will include drug screening to the extent such testing is job-related and based on business necessity. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the Township of Sumpter in any way if the Township decides to employ me. I understand and agree that any employment is at will, except where an employee's employment is subject to the terms of a collective bargaining agreement. I authorize the Township to disclose my information to future employers when seeking dates of employment, position held, and rate of pay without notification to me of such disclosure, and I release the Township from any liability. If I am hired by the Township, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the Township as they are from time to time changed, with or without notice to me. I also understand that any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract. I understand that no personnel recruiter, interviewer, or other representative of the Township has any authority to enter into any agreement for employment for any specified time or agree to any wage schedule without the approval of the Township Board. I agree not to commence any action or claim relating to my hire, employment with, or separation from the Township, as well as an action arising out of this application for employment, more than one hundred eighty (180) days after the date of this application, the termination of such employment, or the date the alleged claim arose, and to waive any statute of limitations to the contrary.

SIGNATURE

DATE

Driver License