

# APPLICANT'S STATEMENT

## NOTICE TO ALL APPLICANTS

Before any applicant can begin work, the person must be able to verify, under federal law, that he or she is authorized to work in the United States. All applicants offered a position with South Lyon Area Recreation Authority (SLARA) will have to document their authorization to work before the hiring process will be complete.

All applicants are being notified at this time that if selected for hire, it will be your responsibility to provide SLARA with documentation showing your right to work. SLARA is giving you notice so you may have those documents ready if you should be offered a position with this department. A Supervisor will review the documents at the time a conditional offer of employment is made.

## NOTE OF HANDICAPPER RIGHTS

SLARA actively encourages applications by qualified individuals, and does not discriminate in its consideration of such applicants. If you believe that any accommodation of a handicap will be necessary to permit you to perform the duties of the position, Michigan law requires that you notify the Recreation Director within 182 days after you knew or should have known that the accommodation was needed.

## APPLICANTS CERTIFICATION AND AGREEMENT (please read carefully)

I hereby authorize and unqualifiedly grant permission to SLARA and its administration to make pre-employment inquiries to verify the contents of my application for employment and/or the contents of my resume and any representations made verbally or in any letter of interest that I may have submitted. Further, I authorize unqualifiedly and grant permission to SLARA and its administration to contact any or all of my personal references or former or current employers to obtain information concerning my character, reputation, and/or work experience. I further authorize and unqualifiedly grant permission to SLARA whether any record of criminal conviction exists and whether there are any felony charges pending against me, including the nature of the offenses. I understand that if I am hired, this application will become part of my permanent file and that any misrepresentation, misleading or untruthful statement or omission is cause for dismissal.

I hereby authorize and consent to a criminal history check by the State and/or Local Police, and I understand that criminal history record information will be posted provided to SLARA and its administration for the purpose of evaluating my qualifications for employment.

## "AT WILL" EMPLOYMENT

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by a written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

NOTE: This application for employment is only for the position listed on the first page. If you wish to apply for any other position with SLARA now or in the future, you must complete another Job Application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

*\*This application for employment shall be considered active for a period of time not to exceed one year. Any application wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.*

## FOR DEPARTMENT USE ONLY

Arrange Interview       Yes       No

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Employed       Yes       No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_      Hourly Rate/Salary \_\_\_\_\_

Department \_\_\_\_\_

By \_\_\_\_\_  
Name and Title

Date \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

The South Lyon Area Recreation Authority is an equal opportunity employer and shall consider all qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, height, weights, marital status, veteran status, handicap, or any other protected category.

**YOU MUST ANSWER ALL QUESTIONS COMPLETELY. FAILURE TO DO SO WILL RESULT IN REJECTION OF YOUR APPLICATION AND YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT.**

Position(s) Applying for: \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Drivers License No. \_\_\_\_\_ Email \_\_\_\_\_

Are you a relative by birth or marriage to any South Lyon Area Recreation Authority elected official or full-time management employee? Yes\_\_\_ No\_\_\_

If yes, Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Are you under 18 years of age? (If yes, attach work permit) Yes\_\_\_ No\_\_\_

Are you currently working? Yes\_\_\_ No\_\_\_

Are you on lay-off? Yes\_\_\_ No\_\_\_

If yes, are you subject to recall? Yes\_\_\_ No\_\_\_

Have you ever been employed by SLARA? Yes\_\_\_ No\_\_\_

If yes, Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this Country due to Visa or Immigration Status? Yes\_\_\_ No\_\_\_  
(Proof of citizenship or immigration status may be requested upon employment)

Have you ever been fired? Yes\_\_\_ No\_\_\_

If yes, Date: \_\_\_\_\_ Where You Worked: \_\_\_\_\_

Explanation: \_\_\_\_\_

Have you ever been convicted of a felony? Yes\_\_\_ No\_\_\_

If yes, completely describe including location and date: \_\_\_\_\_

**NOTE: A conviction record will not necessarily be a bar to employment. Factors such as age, time of offense, seriousness and nature of violation, and rehabilitation will be considered.**

Are you capable of performing with or without reasonable accommodation (special assistance, equipment or other help), the activities involved in the job or occupation for which you have applied? Yes\_\_\_ No\_\_\_

Describe how you would perform the job functions in the job or occupation for which you have applied:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

### High School

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Did you graduate: Yes \_\_\_ No \_\_\_

### College

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Did you graduate: Yes \_\_\_ No \_\_\_

If yes,  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Degree: \_\_\_\_\_

If no,  
Number of credit hours completed: \_\_\_\_\_

### Vocational/Technical School

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Did you graduate: Yes \_\_\_ No \_\_\_

If yes,  
Area of Study: \_\_\_\_\_

Certifications: \_\_\_\_\_

If no,  
Number of credit hours completed: \_\_\_\_\_

## REFERENCES

(Do not include relatives or former employers)

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

## MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United State of America or in a State National Guard? Yes \_\_\_ No \_\_\_

If yes, what branch: \_\_\_\_\_ Rank at discharge: \_\_\_\_\_

Date of discharge: \_\_\_\_\_ Were you honorably discharged? Yes \_\_\_ No \_\_\_

**NOTE: A dishonorable discharge from the military will not necessarily be a bar to employment.**

## EMPLOYMENT HISTORY

List each job held. Start with your present or most recent job held.

Employer:	Dates From _____ / _____ To	Work Performed:
Address:	Telephone:	Job Title:
Supervisor:	Supervisor Telephone:	Reason(s) for Leaving:

Employer:	Dates From _____ / _____ To	Work Performed:
Address:	Telephone:	Job Title:
Supervisor:	Supervisor Telephone:	Reason(s) for Leaving:

Employer:	Dates From _____ / _____ To	Work Performed:
Address:	Telephone:	Job Title:
Supervisor:	Supervisor Telephone:	Reason(s) for Leaving: