

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
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Address	Number	Street	City	State	Zip Code
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Telephone Number(s)	
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If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States military.

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

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# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## Specialized Skills

## Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	Production/Mobile Machinery (list):	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Wordperfect	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES  NO

## References

1.	_____ ( )
	(Name) Phone #
	_____
	(Address)
2.	_____ ( )
	(Name) Phone #
	_____
	(Address)
3.	_____ ( )
	(Name) Phone #
	_____
	(Address)

# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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 any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER      DATE

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

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

By \_\_\_\_\_

NAME AND TITLE

DATE

### NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho Corp. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

## **BRIGHTON TOWNSHIP**

### **EMPLOYEE NAME:**

**JOB CLASSIFICATION:** Secretary/Bookkeeper

### **POSITION DESCRIPTION/SUMMARY:**

Performs secretarial, bookkeeping and reception duties for municipal office. Includes typing, accounting, record keeping and permitting functions.

### **JOB RESPONSIBILITIES/DUTIES:**

1. Answer phone and assist caller, takes messages or forwards calls as may be appropriate.
2. Greets office visitors, assists as needed, including permitting or rental requests. Assists in resolving utility service or billing questions or complaints.
3. Schedules meetings or appointments.
4. Types and mails correspondence.
5. Sorts, opens and/or distributes mail.
6. Files reports, letters, minutes and other materials; sets up new files.
7. Accounts payable. Sorts, assigns budget payment codes and enters bills into computer system for payment. Obtains appropriate signatures for authorization of payment. Prints checks and mails. Maintains accounts payable files. Prepares purchase orders as needed.
8. Accounts receivable. Prepares and sends invoices for other services. Prepares bank deposits. May be required to make bank deposits
9. Payroll. Uses payroll accounting package to print payroll checks. Maintains employee personnel records for vacation, sick time etc. Prepares required forms for payroll deductions and mails checks. Prepares quarterly payroll reports.
10. Monthly bank reconciliations.
11. Receive rental registrations for park facilities, have contracts executed and make bank deposits.
12. Receive building permit applications, keep record of applications, type permit forms and prepare monthly & quarterly reports for Township, County, and U.S. Census

- Bureau of permits issued. Prepare and follow-up on occupancy permits for building permits issued. Prepare year-end reports. Maintain inspections payable spreadsheet.
13. Zoning matters: Prepare zoning variance hearing packets, maintain record of zoning and building code violations, track and invoice road opening permits, maintain home occupation permit files and record plans and agreements as needed.
  14. Receive yard waste permits and prepare deposits and reports.
  15. Receive on-lot sewage permits and maintain files for permits received.
  16. Receive rental registration forms and maintain record of registrations.
  17. Orders office supplies. Maintain postage machine, add postage and supplies.
  18. Prepares IRS Forms W-2 and 1099s. Prepares quarterly and year ending tax reports.
  19. Files workers' compensation and insurance claims. Maintains claim files.
  20. Attend Board meetings, records and transcribes minutes. Prepares monthly financial reports for meetings.
  21. Maintains petty cash drawer.
  22. Prepares welcome packets and prepares new resident reports.
  23. Other duties as assigned.

**SKILLS:**

1. Employee must be able to type, operate calculator, copier, computer, financial and accounting systems, word processor, typewriter, fax machine and other business office machines.
2. Mathematics: Ability to add, subtract, multiply and divide. Must have understanding of municipal accounting.
3. Writing: Ability to prepare minutes and correspondence to vendors or residents and write reports.
4. Speaking: Ability to communicate clearly with the public and co-workers in person or via telephone.

**SUPERVISION:**

Employee works independently with minimal supervision by the Manager.

**PHYSICAL DEMAND/WORK ENVIRONMENT:**

Work is not physically strenuous and is primarily performed indoors in an office environment.

**EDUCATION/EXPERIENCE:**

High School Diploma or equivalent.

Prior computer operating experience.

Prior bookkeeping experience.

**MANAGEMENT RIGHTS:**

The Board of Supervisors specifically reserve management rights which include, without limitation, the Township's rights to: direct, plan and control operations; determine and redetermine job content, job descriptions, and job standards; to be the sole judge of the quality and quantity of work required; determine and redetermine the work to be performed, and by whom; determine and redetermine the method, hours, and manner of performing work; hire, promote, demote, lay off, and recall employees; discipline, suspend, or discharge employees for just cause; assign or transfer employees to needed tasks; adopt and modify from time to time, and enforce, as necessary, reasonable Township policies, rules, and regulations to maintain order, safety and/or efficiency.

**TOWNSHIP APPROVAL:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**EMPLOYEE ACKNOWLEDGMENT:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Board Approval 2022**