
Objectives (Why are you interested in the position?)

Special Training and/or Experience:

Computer Experience (Administrative Applicants only):

| | None | Novice | Intermediate | Advanced |
|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| • Microsoft Word | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Microsoft Excel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Microsoft Publisher | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • QuickBooks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • WordPress | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Social Media (FB, Twitter) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other Interests/Comments:

References (Do not include relatives or former employers):

Name: _____ Title _____ Phone _____

Name: _____ Title _____ Phone _____

Additional Information:

Have you ever been convicted of a crime? Yes No (*conviction of a crime will not necessarily disqualify you from employment*)

If yes, where, when and nature of offense:

Have you ever been dismissed from or asked to resign from a position? Yes No

If yes, please explain: _____

Do you have a current valid driver's license? Yes No

Are you authorized to work in the United States? Yes No

Are you 18 years or older? Yes No

Emergency Information:

Emergency Contact person: _____

Phone: _____

At-Will Employment Status:

By signing this application, employment is deemed to be and is understood to be “AT WILL”, as that term is defined in Michigan employment law. Employment may be terminated with or without notice and/or with or without cause by either the Commission or the employee, at any time.

Representations of the applicant during the hiring process:

By signing this application, it is understood by the applicant that the Commission was intended and has relied upon representations made by the applicant/employee concerning their education, school record, references, skill, experience and other qualifications, and the applicant is certifying as to the truthfulness of all representations made, including all items contained in or submitted with the applicant’s resume or other documents or verbal representations made to the selection committee or the Commission. The applicant gives the Commission permission to check or confirm these representations at any time, including after employment has commenced. If, in the sole discretion of the Commission, any false representation has been made by the applicant/employee during the search and hiring process, the employee may be immediately discharged with a loss of all accumulated benefits, if any.

Signature of Applicant

Date

When completed, please return to:

Mail: Paint Creek Trailways Commission
Attn: Kristen Myers, Trail Manager
4393 Collins Road
Rochester, MI 48306

Fax: (248) 601-0106
Attn: Kristen Myers

Email: manager@paintcreektrail.org

Questions? Contact Kristen Myers, Trail Manager at (248) 651-9260

We are an equal opportunity employer and shall consider qualified applicants for all positions without regard to race; color; sex; religion; national origin; age; height, marital status; sexual orientation; veteran status; or disability.