



4393 Collins Road
Rochester, MI 48306
(248) 651-9260
Paintcreektrail.org

Paint Creek Trailways Commission **JOB APPLICATION**

Position Applying For:

Contact Info:

Name: _____
 First M.I. Last

Address _____

City _____ State _____ Zip _____

Phone [Day]: (____) _____ [Night]: (____) _____ [Cell]: (____) _____

E-mail Address: _____

Employment or Volunteer Experience (Most recent or relevant):

Employer or Organization: _____

Address: _____

Job Title: _____

Dates: _____ To: _____

Duties: _____

Reason for Leaving: _____

Education (Most recent or relevant):

Name: _____

Location: _____

Years Completed: _____

Diploma/Degree: _____

Courses of Study: _____

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: Melissa Ford, Trail Manager
4393 Collins Road
Rochester, MI 48306

Fax: (248) 601-0106
Attn: Melissa Ford

Email: manager@paintcreektrail.org

Questions? Contact Melissa Ford, 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.