



INSTRUCTIONS ON APPLYING FOR CLINTON TOWNSHIP EMPLOYMENT

If you wish to apply for any of the positions currently being advertised, you need to fill out an employment application form. Application forms are available at www.clintontownship.com. Please download and print the application, or pick one up at the Civil Service Department located at 40700 Romeo Plank Road, Clinton Township, MI 48038.

Read the following instructions carefully before completing the attached application. Failure to follow these instructions could affect your opportunity for employment.

1. CHECK TO BE SURE THAT YOU HAVE THE NECESSARY FORMS.

In addition to this information sheet, you should also have the following: an “Application for Employment”.

2. READ THE JOB ANNOUNCEMENT THOROUGHLY.

The job announcement provides you with the following essential information:

- a) The official job title, which is the title that you should use on the application;
- b) The duties and responsibilities expected of you if hired;
- c) The knowledge, abilities and skills required to perform the work;
- d) The education and/or work experience required in order to be considered for this position;
- e) Any special licenses or certificates required;
- f) The deadline by which your application must be received in the Civil Service Department.

If you meet the qualifications and are interested in the type of work described, complete the application as instructed below. If not, you may wish to review the bulletin board in the hallway just outside the entrance to the Civil Service Department or online at: www.clintontownship.com to see if there are other jobs posted for which you are qualified.

3. COMPLETE THE OFFICIAL APPLICATION FORMS.

Applications must be completed in full even if you attached a resume. Type or print legibly in dark ink. Do not answer questions on the application with “see resume”. Failure to accurately and completely fill out this application could affect your opportunities for employment. If you need more space for an answer, attach an 8.5x11 sheet of paper, and write/type your name in the upper right hand corner. Be sure to sign and date the application in the spaces provided.

4. ATTACH DOCUMENTATION OF EDUCATION, LICENSES, AND CERTIFICATIONS TO MEET BASIC REQUIREMENTS AS SPECIFIED IN THE JOB DESCRIPTION.

For example, if one or more years of college is required, attach a copy of transcripts and any degree received. If your education exceeds the minimum requirements, it is recommended that you submit a copy of the highest degree attained and any related transcripts by the closing date. If the job announcement specifies that a certain type of education, license, and/or certification is required, please submit a copy of evidence thereof.

5. **ATTACH DOCUMENTATION OF MILITARY SERVICE.**

Extra credit may be added to your passing test score if you provide the Township with a copy of your DD214 separation papers showing that you were honorably discharged.

6. **DISABILITY POLICY**

Michigan law requires employers to make accommodations to applicants and employees with disabilities where the accommodation does not impose an undue hardship on the employer. Applicants may request an accommodation within 182 days of the date he/she knows or should know that an accommodation is needed. Failure to notify the Township will preclude any claim that the employer failed to provide accommodation.

7. **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Charter of Township of Clinton is an Equal Employment Opportunity Employer, applicants are considered for all position without regard to race, color, religion, sex, national origin, age, marital status or disability.

PLEASE RETURN YOUR APPLICATION WITH ALL REQUIRED DOCUMENTATION TO THE CIVIL SERVICE DEPARTMENT BY THE DEADLINE STATED ON THE JOB ANNOUNCEMENT.

PLEASE DO NOT INCLUDE (COPIES OF) PHOTO ID.S OR SOCIAL SECURITY CARDS. DO NOT RETURN JOB ANNOUNCEMENT WITH YOUR APPLICATION.

Name – Please Print _____ Date _____

Signature of Applicant _____