

WASHTENAW COUNTY HUMAN RESOURCES DEPARTMENT



220 North Main Street  
P.O. Box 8645  
Ann Arbor, MI 48107-8645  
(734) 222-6800  
FAX: (734) 222-6775  
TDD: (734) 994-1733

Job Hotline (24-hour): (734) 994-2409

Our jobs are posted on our Web Site: <http://www.ewashtenaw.org>  
An Equal Opportunity Employer

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Welcome! We are pleased to have you consider employment with the County. Please take a moment to review the following Guiding Principles and Goals which each employee is charged to uphold. Also, listed below are some helpful facts about the application process. Please remove the top page and take it with you for reference.

WASHTENAW COUNTY'S  
GUIDING PRINCIPLES AND GOALS

1. Ensure long-term fiscal stability for the County.
2. Reduce the cost of conducting the County's business.
3. Enhance customer service.
4. Provide the necessary knowledge, skills and resources to County employees to carry out these principles.
5. Ensure adequate provision of mandated services.
6. Focus on the "root causes" of problems that affect the quality of life of County citizens by aggressively pursuing prevention strategies.
7. Provide leadership on intragovernmental, intergovernmental and intersectoral cooperation and collaboration aimed at improving services to County citizens.

## THE APPLICATION PROCESS

- \* Applications from the general public must be submitted to the Human Resources Department, 220 North Main Street, P.O. Box 8645, Ann Arbor, MI 48107-8645. All applications must be submitted before 5:00 p.m. on the deadline date. Those received after the stated deadline will be marked “Late” and will not be processed. No applications are accepted unless there is an actual job opening.
- \* The Human Resources Department is the central collection point for all applications. Once the applications have been collected, sorted, and processed, they will be sent to the appropriate departments. The departments will review all forwarded applications and will contact the people they wish to interview.
- \* If you have heard nothing from the interviewing department in three to six weeks, you may assume that the position has been filled.
- \* You may obtain the latest job posting information by calling our Job Hotline at (734) 994-2409. This phone line is updated every Monday (if Monday is a holiday, the information will be available on Tuesday). Postings for vacant positions are also available for review in the Lobby of the Washtenaw County Administration Building, 220 North Main Street, Ann Arbor, Michigan. New postings occur every Monday morning. Look for our job postings on the internet at <http://www.ewashtenaw.org>.
- \* When you fill out your application, please do so in its entirety. You are permitted to submit a resume on the back of your application as additional information. However, your application could be voided if you do not fully complete it and simply state on your application “See Resume.”
- \* If you are applying for a clerical position, you must take the clerical and typing exams prior to submitting your application. The clerical and typing exams are given once a week on Wednesday mornings at 9:00 a.m. at the Library Learning Resource Center, Washtenaw County Service Center, 4135 Washtenaw Ave., Ann Arbor, Michigan.
- \* If, after having taken your exams, you wish to improve them, you may do so. The clerical test can be retaken every 60 days and the typing test every 30 days.
- \* If you obtain a clerical position with Washtenaw County, you must update your clerical and typing scores every two (2) years.
- \* Washtenaw County has an overall expectation from every employee to provide excellent public service to its citizens. Each employee is expected to be courteous, dependable, and must contribute and adhere to the County’s Guiding Principles and Goals.



# WASHTENAW COUNTY

## APPLICATION FOR EMPLOYMENT

(Application must be filled out in its entirety. Failure to do so may void your application.)

(PLEASE PRINT)

Submit applications no later than 5:00 p.m. on the posted deadline date.

Job Title		Department		Control Number	
Last Name		First Name		Middle Initial	
Address: Number	Street	City	State	Zip Code	
Phone: Home	Work	Cell	Social Security Number		

Are you currently employed by Washtenaw County? \_\_\_\_\_ If yes, please complete the information in this box.

Current Job Title: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Current Department & Location: \_\_\_\_\_ Day phone #: \_\_\_\_\_

Union Member: Yes No If Yes, Name of Union & Unit: \_\_\_\_\_

Union Seniority Date (if applicable): \_\_\_\_\_

Current Supervisor's Name and Title: \_\_\_\_\_

DO YOU HAVE A DRIVER'S LICENSE? \_\_\_\_\_ Yes \_\_\_\_\_ No

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_ Operator \_\_\_\_\_ Commercial (CDL) \_\_\_\_\_ Commercial (CDLWP endorsement Passenger)

Have you had any accidents during the past three years? \_\_\_\_\_ How Many? \_\_\_\_\_

Have you had any moving violations during the past three year? \_\_\_\_\_ How Many? \_\_\_\_\_

Are you under 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been employed with us before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give date(s) and name employed under: \_\_\_\_\_

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

May we contact your present employer at this time? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Prior to a final offer of hire, all past employers may be contacted for reference purposes.)

If hired, can you provide written evidence within 3 days of hire that you are authorized to work in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

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

Have you been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain: \_\_\_\_\_

EMPLOYMENT EXPERIENCE:

(Start with your present or last job. You may include job-related military service assignment and volunteer activities.)

1. Employer: \_\_\_\_\_

Address and Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

2. Employer: \_\_\_\_\_

Address and Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

3. Employer: \_\_\_\_\_

Address and Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

4. Employer: \_\_\_\_\_

Address and Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Education:

High School: Name and Address of School \_\_\_\_\_

Course of Study \_\_\_\_\_

Years Completed \_\_\_\_\_ Diploma/Degree \_\_\_\_\_ Status \_\_\_\_\_

Undergraduate College: Name and Address of School \_\_\_\_\_

Course of Study \_\_\_\_\_

Years Completed \_\_\_\_\_ Diploma/Degree \_\_\_\_\_ Status \_\_\_\_\_

Graduate Professional: Name and Address of School \_\_\_\_\_

Course of Study \_\_\_\_\_

Years Completed \_\_\_\_\_ Diploma/Degree \_\_\_\_\_ Status \_\_\_\_\_

Technical, Business or  
Other School: (specify) Name and Address of School \_\_\_\_\_

Course of Study \_\_\_\_\_

Years Completed \_\_\_\_\_ Diploma/Degree \_\_\_\_\_ Status \_\_\_\_\_

Specialized Skills & Level of Skill: B = Beginner I = Intermediate A = Advanced

___ Computer	___ Microsoft Word	___ Excel	___ Access Software	___ Visio
___ Powerpoint	___ Outlook	___ Multi-line Phone & Voice Mail System	___ Fax Machine	
___ Copier	___ Video Camera	___ Website Development	___ JD Edwards	
___ Other (please specify): _____				

List professional, trade, apprenticeship, business or civic activities and offices held:  
(If you need additional space, please continue on a separate sheet of paper.)

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

Please list two professional/work references other than or in addition to the ones listed previously:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to add any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I hereby authorize my former employers, as indicated above, to provide Washtenaw County any information pertaining to my employment. I also specifically waive the written notice requirement of Section 67 of Public Act 397 of 1978 pertaining to disciplinary reports, letters of reprimand or other disciplinary actions.

I have read all questions and answers and certify that the information is correct to the best of my knowledge and that I have attached all information on my qualifications for this position. I understand any false statement or answer may be grounds for dismissal, if I should be employed by the County. I further understand that if I am offered employment, references will be obtained from previous employers; a physical which includes drug testing for safety sensitive jobs (at County expense) may be required; proof of educational attainment must be submitted; and, if any driving will be done for County purposes in a County vehicle or my own vehicle, a check of my driving record will be obtained. For specific positions, extensive background checks may be required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

### AN EQUAL OPPORTUNITY EMPLOYER

FOR HUMAN RESOURCES USE ONLY

Application Accepted

Application Rejected

Education \_\_\_\_\_

Experience \_\_\_\_\_

Other \_\_\_\_\_

Test Scores: Clerical \_\_\_\_\_ Typing \_\_\_\_\_ Data Entry \_\_\_\_\_



WASHTENAW COUNTY HUMAN RESOURCES

CONFIDENTIAL

APPLICANT DATA SHEET

(This form is for use by Human Resources only and will not be sent to department with application.)

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I am interested in making application for the following position (one application form is required for each position applied for):

Job Title Department Control Number

Are you capable of performing the essential functions of the position you have applied for with or without accommodation? Y \_\_\_ N \_\_\_

AFFIRMATIVE ACTION SURVEY: Our Affirmative Action effort and Government agencies require periodic reports on gender, ethnicity, and veteran status of applicants. This data is for analysis and affirmative action only.

Check if any of the following are applicable:

RACE (Check One)

SEX

VETERAN STATUS

Table with 7 columns: African American/Black, White, Asian/Pacific Islander, American Indian/Alaskan Native, Latino/Hispanic, Filipino, Other

Table with 2 columns: Male, Female

Table with 2 columns: Veteran, Vietnam Era Veteran

VETERANS: COMPLETE THIS SECTION TO BE CONSIDERED FOR VETERANS PREFERENCE:

Branch of Service: \_\_\_\_\_ Date of Service: From \_\_\_\_\_ To \_\_\_\_\_

How did you learn about the job:

Advertising/Newspaper [ ]

Friend (word of mouth) [ ]

\*County employee [ ]

Internet Website [ ]

Professional Journal [ ]

specify: \_\_\_\_\_

Local Organization [ ]

specify: \_\_\_\_\_

\*Specify name and department of County employee. The employee you identify may be eligible for recruitment incentive if you become employed by the County as result of his/her referral for this job.

I have read the posting notice and understand the requirements and specifications for the job.

Signature

Date

AN EQUAL OPPORTUNITY EMPLOYER