

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) 222-6802

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

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.

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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) 222-6802. 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.

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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	
Telephone Number(s): Home		Work	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: _____

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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
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Are you capable of performing the essential functions of the position you have applied for? Yes No

If no, please specify: _____

Will you require American with Disabilities accommodations? Yes No

If yes, please specify: _____

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)

African American/Black	White	Asian/Pacific Islander	American Indian/ Alaskan Native	Latino/ Hispanic	Filipino	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SEX

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

VETERAN STATUS

Veteran	Vietnam Era Veteran
<input type="checkbox"/>	<input type="checkbox"/>

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

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