



Traverse City Light & Power
Human Resources
1131 Hastings St.
Traverse City, MI 49686
(231) 932-4545

APPLICATION FOR EMPLOYMENT

Traverse City Light & Power accepts employment applications only for specific positions that are open and solicited. Unsolicited applications will not be accepted.

Equal Opportunity Employer

Position applied for: _____ Announcement No.: _____

Date available to start work: _____

PERSONAL (print)

Name: _____ Date of Application: _____
(Last) (First) (Middle)

Home Phone: _____

Address: _____ Cell Phone: _____
(Number) (Street) (City) (State) (Zip)

EDUCATION

	Name/Location	Dates Attended		Did you Graduate?	Credit Hours Completed/ Degree Received		Major Course of Study
		From	To				
High School							
College and/or Vocational School							
Graduate School							

Any other educational, vocational or trade school training? _____

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes__ No__

If yes, Branch _____ Rank at Discharge _____ Date of Discharge _____

Special/technical training _____ Are you in the reserves? Yes__ No__ Date obligation ends _____

PROFESSIONAL REFERENCES

	Name	Address	Phone Number
1			
2			
3			

EMPLOYMENT EXPERIENCE (List current or most recent job first. List complete work history, use additional sheets if necessary. Account for periods of unemployment.)

1	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
2	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
3	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
4	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
5	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

ADDITIONAL INFORMATION

Are you 18 years or older? Yes _____ No _____

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

Have you been previously employed here? Yes _____ No _____ If yes, position & date(s): _____

List any relatives working here and their relationship to you: _____

List any non-relatives you know who currently work here: _____

Do you have a valid driver's license? Yes _____ No _____ License No. _____ State _____

Have you tested positive, or refused a test within the past two years on any DOT pre-employment drug and/or alcohol test administered by a DOT-covered employer? Yes _____ No _____

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? Yes _____ No _____ If no, please explain: _____

State any additional information that you feel may be helpful to us in considering your application.

AUTHORIZATION AND UNDERSTANDING

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment or education with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers, including disciplinary employment records. I specifically waive any rights to be notified under Section 6(3)(a) of the Michigan Bullard-Plawecki Act of the release of personnel file information by prior employers and of the release of personnel file information to prospective employers by Traverse City Light & Power. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

If applying for a position with Traverse City Light & Power, I understand I may be required to take a physical exam before I start working. I also understand and authorize Traverse City Light & Power with its designated agent(s) to withdraw specimen(s) of my blood, urine or hair for chemical analysis to determine or exclude the presence of alcohol, drugs or other controlled substances.

I understand I may be subject to a full background investigation, including finger print checks, a review of police and arrest records, and a review of any criminal conviction history.

I agree that any action or suit against Traverse City Light & Power arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any action or claim arising out of my employment against Traverse City Light & Power in which Traverse City Light & Power prevails, I will pay to Traverse City Light & Power any and all costs incurred by Traverse City Light & Power in defense of said claims or actions, including attorney fees. I further agree that my employment is conditional until such time as the results of my background investigation, post-offer employment physical and chemical analysis for alcohol, drugs or other controlled substances are known.

FOR NON-BARGAINING UNIT POSITION APPLICANTS

I understand that neither this document nor any offer of employment constitutes a contract of employment. I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered in writing directed to me personally and signed by the Executive Director. I agree that I shall be bound by the rules, policies, regulations, and terms and conditions of employment of Traverse City Light & Power as they are from time to time changed, and no additional obligations can be imposed on Traverse City Light & Power except that which have been acknowledged in writing by the Executive Director.

FOR BARGAINING UNIT POSITION APPLICANTS

I understand that conditions of my employment will be in accordance with the applicable collective bargaining unit agreement with Traverse City Light & Power. I agree that I shall be bound by the rules, policies, regulations, and terms of employment of Traverse City Light & Power as they are from time to time changed, and no additional obligations can be imposed on Traverse City Light & Power except those which have been acknowledged in writing by the Executive Director.

I further understand that the Michigan Handicappers' Civil Rights Act, MCL 37.1101, et seq, requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying Traverse City Light & Power Human Resources in writing of the need for accommodation within 182 days of the date the handicapper knows or should know that an accommodation is needed. Under the Act, failure to properly notify Traverse City Light & Power Human Resources will preclude any claim that the employer failed to accommodate the handicapper.

Signature

Date