

The Oakland Township Historic District Commission (HDC) is interested in hiring a part-time casual assistant as a Research Archivist Office Assistant.



Application Deadline: June 10, 2019

Position: Part Time Casual Assistant Support Hourly wage: \$15

Statement of Work:

The assistant support staff is responsible for providing office and operational support for the HDC office. Position will be casual part-time, no benefits with approximately 8 to 12 hours per week, and not to exceed 200 hours.

Responsibilities will capture a variety of tasks that may be some or all of the listed items:

- Archives research. (For instance, we need more research on our local Centennial Farms, historic families, and artifacts on display to help with our signage development.)
- Office organization, filing index folders
- Program development
- Oakland Township Preservation Plan assistance
- Cranberry Lake Farm (CLF) Archives assistance
- Staffing rental, programs, events (if available)
- Open / close buildings in the historic district
- Assist with any preparations on site
- Oversee that Township property remains properly preserved by guests
- Perform other duties as required

Education / Experience and Desired Qualification:

Experience working with the public
High School Diploma
Research and museum experience
Experience working with archives, Past Perfect software
Strong organizational and office skills

Working Conditions:

The work is generally performed indoors and may require lifting items such as papers and books. The position also requires some walking to buildings within the sixteen acre historic district, and occasional lifting of objects weighing in excess of 25 pounds and no more than 30 pounds.

The Charter Township of Oakland is an Equal Opportunity Employer.

To apply submit application and resume to:
Charter Township of Oakland
PT Casual Assistant – HDC position,
4393 Collins Road, Rochester, MI 48306 or by email to:
bbarber@oaklandtownship.org



OAKLAND TOWNSHIP

APPLICATION FOR EMPLOYMENT

Date: _____

To The Applicant: We appreciate your interest in our Township and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications.

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; weight; marital status; veteran status; or disability.

Please note that this application will remain active for only six (6) months, after which time applicant must re-apply.

PERSONAL:

Name _____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City/State) (Zip)

Telephone Number _____ Cell Phone Number _____

Social Security No. _____ Are you 18 years or older? Yes _____ No _____

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

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

Have you filed an application before? Yes _____ No _____ If Yes, date(s) _____

Under what name? _____

List any friends or relatives working here: _____

EMPLOYMENT DESIRED:

Position(s) applied for: _____

Can you perform the essential functions of the job you are applying for with or without reasonable accommodations? _____

Kind of work sought: Full Time _____ Part Time _____ Other _____

If part time, please specify hours and days desired: _____

Salary or wage rate desired: _____ Date available to work: _____

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, what branch? _____ Rank at discharge _____ Honorable Discharge? Yes _____ No _____

Are you in the reserves? Yes _____ No _____ If yes, date obligation ends _____

Special/technical training _____

REFERENCES: (Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1				
2				
3				

ADDITIONAL INFORMATION:

Have you been convicted of a crime? Yes _____ No _____ (conviction of a crime will not necessarily disqualify you from employment).

If so, where, when and nature of offense: _____

If operation of a vehicle is part of the job duties of the position you are applying for, provide the following information:

Drivers License No. _____ Expiration Date _____ Issued by what state? _____

Is your license currently valid? Yes _____ No _____ License Type (Operator or Chauffeur) _____

List professional, trade, business or civic activities and offices held. Exclude names or characters which indicate race, color, religion, sex, national origin, age, disability, or marital status _____

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

AUTHORIZATION AND UNDERSTANDING:

Release of Records

By signing this application, I agree that all of the information now or later given by me in support of my application for employment is true and complete. I understand that you may verify any of the information concerning my employment, education, and any statement made herein with the appropriate individuals, organizations, or governmental agencies. I give these individuals, organizations, or governmental agencies my permission to release any information that you need, including my previous disciplinary record, without requiring them to contact me or give me written notice before revealing the information to you. I expressly authorize Oakland Township to contact any of my prior employers and I release all of those prior employers and Oakland Township from any and all liability arising from their providing job-related and lawful information about my employment history. I agree that any false information in support of my application may subject me to discharge at any time during my employment.

At-Will Employment Status

I agree that either party may terminate the employment relationship, with or without cause, at any time, for any reason, and I further agree that this arrangement may only be changed by the Manager of Oakland Township, in writing, directed to me personally, and signed by the Manager. I agree that I shall be bound by the other rules, policies, regulations, and terms and conditions of employment of Oakland Township as they are from time to time changed. I further agree that my employment is conditional upon satisfactory completion of documentation as required by the Immigration Reform and Control Act of 1986 and until such time as the results of my pre-employment physical (if such physical is required) are known. For purposes of any required post-offer medical examination, I hereby authorize Oakland Township to access any medical histories or records pertaining to me.

Signature Date

LIST ALL EMPLOYMENT EXPERIENCE:

(List current or most recent job first; use additional sheets of paper if necessary)

Employer	<u>Dates</u> From: To:	Work Performed
Address		
Job Title	<u>Hourly Rate/Salary</u> Starting: Final:	
Supervisor		
Reason for Leaving		

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Address		
Job Title	<u>Hourly Rate/Salary</u> Starting: Final:	
Supervisor		
Reason for Leaving		

Employer	<u>Dates</u> From: To:	Work Performed
Address		
Job Title	<u>Hourly Rate/Salary</u> Starting: Final:	
Supervisor		
Reason for Leaving		

EDUCATION:

	Name/Location	Years Completed	Diploma/Degree	Courses of Study
Elementary				
High School				
College				
Graduate				
Vocation/Training				

Any other education or training: _____

FOR INTERVIEWER'S USE

Interviewed by _____ Date _____

Comments _____

Interviewed by _____ Date _____

Comments _____

Interviewed by _____ Date _____

Comments _____

HIRED: Yes Starting Date: _____ Department: _____ Job Title: _____

No Comments _____

APPROVED: Name: _____ Title: _____ Date: _____

Name: _____ Title: _____ Date: _____

Name: _____ Title: _____ Date: _____



CHARTER TOWNSHIP OF OAKLAND

CONSUMER REPORT DISCLOSURE NOTIFICATION AND AUTHORIZATION

By this document, OAKLAND TOWNSHIP, (hereinafter the "Township") discloses to you that a ***consumer report*** and/or an ***investigative consumer report*** may be obtained for employment purposes as part of a pre-employment background investigation and/or at any time during your employment.

A ***consumer report*** is any written, oral, or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or expected to be used as a factor in evaluating you for employment purposes.

An ***investigative consumer report*** is a ***consumer report*** that includes information as to character, general reputation, personal characteristics and mode of living, collected through personal interviews with neighbors, friends, associates or others with whom you are acquainted. You have the right to request additional disclosures as to the nature and scope of the investigation and a written summary of consumer rights.

By my signature below, I acknowledge that I have received and read this separate disclosure notice and that I have been given a copy to keep. I hereby give my authorization and permission for Oakland Township to procure such lawful consumer reports and/or investigative consumer reports as part of a pre-employment background investigation and at any time during my employment. If hired, this authorization shall remain on file and shall serve as an ongoing authorization and as ongoing permission for Oakland Township to procure consumer reports at any time during my employment, until a written revocation of this authorization from me is received by the Township Manager.

Signature _____ Dated: _____

Please Print Name _____