

Part-Time Public Services (Building) Department Clerk: Challenging and interesting position with a wide variety of tasks, requiring good written and verbal communication and organizational skills and interacting regularly with various Departments and the public. Minimum of a High School Degree or GED; and at least two years of related experience in an administrative office. Intermediate level of knowledge and use of Microsoft Word is required. This is a part-time position (16-20 hours per week) with no benefits and will pay between \$14-\$16 per hour (DOQ). Please complete the attached employment application and mail with resume and cover letter to: Derrick Kozicki, 90 Kerby Road, Grosse Pointe Farms, MI 48236. The deadline for submitting an application is October 4, 2017 at 9:00 am. EOE.



City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161

phone 313 885.6600 fax 313 885.0917

APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire
An Equal Opportunity Employer

PERSONAL INFORMATION

Date _____ Social Security Number _____ **Leave Blank**

Name
Last _____ First _____ Middle _____

Present Address
Street _____ City _____ State _____ Zip _____

Permanent Address
Street _____ City _____ State _____ Zip _____

Phone (____) _____ Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

EMPLOYMENT DESIRED

Position Part-time Public Services (Bldg.) Clerk Date You Can Start _____ Salary Desired _____

Are You Employed Now? Yes No If So, May We Inquire Of Your Present Employer? Yes No

Have you ever applied to this municipality before? Yes No If so, When?

Referred by? _____

EDUCATION

	Name and Location Name and Location of School	Number of Years Attended	Did You Graduate?	Course of Study
Grammar School				
High School				
College				
Trade Business OR Correspondence School				

GENERAL

Subjects of special study or research work _____

Special Skills _____

MILITARY (complete this section if you served in the U.S. Armed Forces)

Branch of Service _____

Period of Active Duty From _____ To _____

Rank At Discharge _____ Date of Final Discharge _____

Describe your duties and any special skills. _____

LAST

FIRST

MIDDLE

