



The City of Birmingham is an Equal Opportunity Employer seeking qualified applicants, without regard to race or other protected status.

SEASONAL SPRING/SUMMER POSITIONS

The City of Birmingham (EOE) is hiring qualified applicants for multiple Spring/Summer Seasonal positions with the City's Department of Public Services and Golf Courses. Application materials are currently being accepted for the following positions:

	Job Functions	Minimum Requirements
Golf Course Clubhouse	Schedule tee times, answer phones, prepare hot and cold food items maintaining quality and standards, and monitor pace of play and merchandise.	Strong customer service skills. A basic knowledge of the game of golf is helpful, but not required. Food Preparation/Line Cook experience preferred.
Golf Course Maintenance	Seeking individuals who like to work outdoors with a general knowledge of small power tools and mowing equipment.	A basic knowledge of the game of golf is helpful, but not required. Skills and experience in inspection, repair, and maintenance of golf course equipment a plus.
Parks Maintenance	Seeking detail-oriented individuals with an interest in landscaping or horticulture. Work in various city parks and athletic fields around the City to make the grounds look great.	Parks & recreation and/or landscape experience a plus. Some training provided.
General Maintenance	Provide general assistance with road maintenance and other repairs.	Experience and knowledge of small power tools and various hand tools desired.
Ice Arena (Concessions/ Zamboni)	<p><u>Concessions:</u> Greet public, inventory, cash handling, balance cash register, and prepare & serve food products.</p> <p><u>Zamboni:</u> Operate resurfacers, ice edger, and other related equipment to prepare facilities for practices, games and other events. Monitor temperature and humidity levels; complete mechanical and general maintenance tasks; & performing other duties as assigned.</p>	<p><u>Zamboni:</u> High School Diploma, or equiv, & valid State of Michigan Operator's License with good driving record. Previous Ice Rink and Zamboni operation experience preferred.</p> <p>Ability to:</p> <ul style="list-style-type: none"> * Safely operate mechanical equipment * Ascend/descend 12-foot ladder * Stand/walk for long periods of time * Withstand working in cold temperatures * Lift arms above head (i.e. change light bulbs, wash windows, etc.) * Lift up to 60 pounds
Rate of Pay	Pay range of \$10 - \$15 per hour, Depending on Qualifications.	
Work Week	These are seasonal positions, offering a schedule of up to 40 hours per week, which may include evening and weekend hours.	

City of Birmingham Employment Applications are available online at www.bhamgov.org/jobs or in the City of Birmingham Human Resources Department, located at 151 Martin, Birmingham, MI 48009. *The Human Resources Department is open Monday - Friday from 8:00 a.m. - 5:00 p.m.*

TO APPLY: SUBMIT A COMPLETED APPLICATION FOR EMPLOYMENT TO THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS ACCEPTED UNTIL POSITIONS ARE FILLED.

EMPLOYMENT APPLICATION

An Equal Opportunity Employer



Human Resources Department

Post Office Box 3001

151 Martin Street

Birmingham MI 48012

Phone: 248.530.1810

Email: hr@bhamgov.org

Fax: 248.530.1110

www.bhamgov.org/hr

POSITION APPLIED FOR: _____

APPLICATION DATE: _____

MINIMUM SALARY ACCEPTABLE: _____ DATE AVAILABLE FOR WORK: _____

INSTRUCTIONS: Complete all necessary information. Please print or type. This application will be kept on file for a period of three (3) months. Be sure to sign and date this application.

LAST 4-DIGITS OF SS# _____

NAME (Last, First, Middle Initial)

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

E-MAIL ADDRESS: _____ @ _____

PHONE NUMBER: _____ / _____ - _____

CELL PHONE NUMBER: _____ / _____ - _____

PRIOR ADDRESSES (Last 5 Years): _____

ARE YOU INTERESTED IN FULL TIME WORK Yes No

ARE YOU INTERESTED IN PART TIME WORK Yes No

ARE YOU 18 YEARS OF AGE OR OLDER? Yes No

DO YOU HAVE ANY RELATIVES NOW OR PREVIOUSLY EMPLOYED
BY THE CITY OF BIRMINGHAM? Yes No Name: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No
(A positive response to this question does not automatically disqualify you from consideration)

IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? Yes No

IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

DO YOU KNOW OF ANY REASON WHY YOU WOULD NOT BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT ACCOMMODATION?

Michigan law 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 the City in writing of the need for accommodation within 182 days of the date the handicapper knows or should know that an accommodation is needed. Failure to notify the City will preclude any claim that the employer failed to accommodate the handicapper.

IN THE EVENT OF AN EMERGENCY, WHOM DO YOU WISH TO BE NOTIFIED?

NAME _____

PHONE NUMBER: _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

EDUCATIONAL BACKGROUND

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?		HIGHEST GRADE, DEGREE OR DIPLOMA
HIGH SCHOOL	_____	_____	Yes	No	_____
G.E.D.	_____	_____	Yes	No	_____
VOCATIONAL	_____	_____	Yes	No	_____
COLLEGE	_____	_____	Yes	No	_____
UNIVERSITY	_____	_____	Yes	No	_____
OTHER	_____	_____	Yes	No	_____

PROFESSIONAL LICENSES/CERTIFICATIONS/CREDENTIALS:

TYPE: _____

NUMBER: _____

TYPE: _____

NUMBER: _____

TYPE: _____

NUMBER: _____

DRIVER LICENSE NUMBER: _____ EXP. DATE _____ STATE ISSUED: _____

COMPUTER KNOWLEDGE:

SYSTEMS: _____

SOFTWARE PROFICIENCY: _____

TYPING SPEED _____ WPM

MILITARY SERVICE

BRANCH: _____ DATES: _____

FINAL RANK: _____ TYPE OF DISCHARGE: _____

EMPLOYMENT EXPERIENCE

List jobs held in the past 10 years. List your present employment first. List every promotion as a new job. Attach extra pages if necessary. Describe your job duties in detail to enable the reviewer to correctly evaluate your qualifications. List the primary tasks and responsibilities performed in each position held. The information that you provide will be used in determining whether or not you are employed. *Please include all requested information, even if a résumé is attached.*

EMPLOYER: _____ ADDRESS: _____

PHONE NUMBER: _____ JOB TITLE: _____

SUPERVISOR/TITLE: _____

DATES EMPLOYED: FROM _____ TO _____

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____

REASON FOR LEAVING: _____

WORK PERFORMED:

EMPLOYER: _____ ADDRESS: _____

PHONE NUMBER: _____ JOB TITLE: _____

SUPERVISOR/TITLE: _____

DATES EMPLOYED: FROM _____ TO _____

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____

REASON FOR LEAVING: _____

WORK PERFORMED:

EMPLOYER: _____ ADDRESS: _____

PHONE NUMBER: _____ JOB TITLE: _____

SUPERVISOR/TITLE: _____

DATES EMPLOYED: FROM _____ TO _____

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____

REASON FOR LEAVING: _____

WORK PERFORMED:

Have you ever worked for a company under a different name? Yes No

If Yes, what was the name? _____

Have you ever been discharged from any employment? Yes No

If Yes, please explain: _____

HOW DID YOU LEARN OF THIS POSITION?

- Walk-In
- City of Birmingham Website
- City of Birmingham E-Mail Notification (Constant Contact)
- Internet (Website) _____
- Newspaper (Name) _____
- School (Name) _____
- Other (Please list) _____

CERTIFICATION/SIGNATURE

I certify the facts set forth in the Application for Employment, in my resume and in the other materials I have submitted are true and complete. I understand and acknowledge that false information provided by me will result in disqualification from employment with the employer (hereinafter "the City of Birmingham") or in dismissal from employment if offer of employment has been made and accepted.

I hereby authorize the City of Birmingham, to contact all of my former and current employers, educational institutions and the other references I have provided regarding me and my performance record and work, academic and/or military experience. I also hereby release the City of Birmingham and its employees and agents, and all of my former employers, educational institutions, and other references I have provided, from any and all liability and damages for releasing or using information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the City of Birmingham or any former or current employer, that disciplinary report, letter of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the City of Birmingham may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a criminal background history and driving record search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search, the City of Birmingham, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that convictions may result in disqualification from employment with the City of Birmingham or in dismissal from employment if an offer of employment has been made and accepted.

I hereby consent to having a physical and/or psychological examination and/or test(s), including but not limited to drug and/or alcohol testing, conducted by a physician or other professional of the city of Birmingham's choice, and understand that any offer of employment is conditioned upon the results of this examination(s) and/or test(s).

I agree not to commence any action or suit relating to my employment with the City of Birmingham more than 180 days after the occurrence of the facts giving rise to the claim, of more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the City of Birmingham.

Signature: _____

Date: _____

(Print Name)