



- Position Title:** Planning & Zoning Intern  
**Location:** East Bay Township, southeast of Traverse City  
**Duration:** Days/hours negotiable: during office hours of Monday-Thursday 7 am to 5:30 pm  
Start/End date negotiable (no sooner than June 18, 2018)  
**Salary:** \$10/hour  
**Application:** [www.eastbaytwp.org](http://www.eastbaytwp.org),  
email [bfriend@eastbaytwp.org](mailto:bfriend@eastbaytwp.org), call 947-8647 or visit  
1965 N. Three Mile Road  
**Deadline:** June 1, 2018  
**Interviews:** Scheduled during week of June 4 to 7, 2018

### **Broad Statement of Responsibilities**

- Responsible for administrative support to Township Planner, Zoning Administrator, and Supervisor in furthering the goals of the Board of Trustees, Planning and Parks Commissions for a specified season or period of time.

### **Specific Duties and Responsibilities**

- Defines grant proposal projects based on plans of the township, such as the Master Plan and Recreation Plan.
- Researches funding sources for grant proposals.
- Assist in collecting and preparing data or written support for various projects.
- Assist in committee meeting preparation.
- Assist varied administrative duties based upon current projects within the department.
- Assist Township Planner and Zoning Administrator.
- Any other duties that the Supervisor may request.

### **Knowledge Skills and Abilities Required**

- High School diploma
- Current student pursuing undergraduate or graduate education in Land Use Planning, Public Administration or similar field.
- Flexibility and desire to work on varying projects.
- Ability to work and communicate effectively in team environment.
- Ability to accept guidance and follow instructions.
- Self-starter able to work independently.
- Strong research, analytical, and organizational skills.
- Competency in various computer software programs, such as Microsoft Office and internet applications.

Please send completed applications to [bfriend@eastbaytwp.org](mailto:bfriend@eastbaytwp.org) with the subject line, "Planning & Zoning Intern" or return them to the township hall at 1965 N. Three Mile Road.

### ***An Equal Opportunity Employer***

*All persons shall have equal employment opportunities with East Bay Charter Township regardless of race, color, religion, sex, marital status, or national origin.*



## APPLICATION FOR EMPLOYMENT

*This Township is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.*

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date You Can Start: \_\_\_\_\_

*(Please note that this application will only remain active for 3 months after which the applicant would need to re-apply.)*

Name: \_\_\_\_\_

(Last, First, Middle)

Social Security Number:           (to be provided by successful applicant)          

Present Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

(Home/Work/Cell – circle one)

Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid Michigan motor vehicle license? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any hours or days of the week you cannot work?

\_\_\_\_\_

If so when?

\_\_\_\_\_

Salary Desired \_\_\_\_\_ Type of Employment: Full Time \_\_\_\_ Part Time \_\_\_\_

**EDUCATION:**

	Name and Address of School	No of Years Attended	Did you Graduate?	Subject/Major
Elementary School				
High School				
College				
Specialized Training				

Are you employed now?

\_\_\_\_\_

May we contact your present employer?

\_\_\_\_\_

Have you ever applied to this Township before? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, under what name and when? \_\_\_\_\_

Do you have US Military experience? \_\_\_\_\_

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Date Discharged: \_\_\_\_\_ Honorably? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you lawfully entitled to be employed in the United States?

\_\_\_\_\_

Have you ever been convicted of a crime except a minor traffic violation?

Yes \_\_\_\_\_ No \_\_\_\_\_

(The response to this question will be considered in the context of its job-relatedness only)

If so, please state citation, date and place where offense occurred:

\_\_\_\_\_

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:**

Three individuals not related to you, whom you have known at least for one year:

1. \_\_\_\_\_

\_\_\_\_\_  
(Name, Address and Telephone, Relationship, Years Acquainted)

2. \_\_\_\_\_

\_\_\_\_\_  
(Name, Address and Telephone, Relationship, Years Acquainted)

3. \_\_\_\_\_

\_\_\_\_\_  
(Name, Address and Telephone, Relationship, Years Acquainted)

**EMERGENCY CONTACT:**

\_\_\_\_\_  
(Name, Address, City, State/Zip, Telephone Number)

**CURRENT AND MOST RECENT EMPLOYERS:** (Most recent one first)

Date Month/year	Name, Address and Telephone No. of Employer	Salary: Starting/Ending	Last Position Held/Responsibilities	Reason for Leaving
From:  To:				
From:  To:				
From:  To:				

May we contact the Employers listed? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, which one(s)?

\_\_\_\_\_

**Please read the following statement carefully before signing to indicate your understanding:**

I understand that prior to being offered employment; I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Township prior to the administration of the test so that a reasonable accommodation can be made. The Township reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that if employed, falsified statements or omitted information on this application may result in termination.

I understand and agree that if hired, my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice.

I authorize investigation of all statements contained in the application for any employment-related purposes. I release the listed references and all employers, except those specifically excepted,\* to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\*Employers specifically excepted:

\_\_\_\_\_

For Employer Use Only	
Interviewed By: _____	Date: _____
Hired: Yes _____ No _____	
Starting Date: _____	Position: _____
Wage: _____	
Additional Comments: _____ _____	