

Township of Armada**Job Description - Senior Center Director**

Plans & executes activities at the Armada Senior Center.

Plans and escorts trips and outings coordinating with venues and transportation.

Writes and distributes newsletters outlining activities and trips.

Maintains membership list and emergency information.

Processes mail & bills for the Senior Center.

Purchases items needed for programs & submits bills to township clerk.

Performs quarterly water tests.

Responsible for set-up for programs as well as custodial duties between biweekly janitorial services.

Responsible for maintenance of flower beds & flag.

Good communication skills and knowledge of coordinating senior programs and activities.

\$14/hr. to start - \$1.00 wage increase after 90 days

Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer" Township of Armada	Position applying for
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PERSONAL DATA

Name (last, first, middle)

Street Address and/or Mailing Address

City

State

Zip

Home Telephone Number

Business Telephone Number

Cellular Telephone Number

Date you can start work

Salary Desired

Do you have a High School Diploma or GED?

Yes ☐ No ☐

POSITION INFORMATION

Check all that you are willing to work

Hours:

Full Time ☐

Part Time ☐

Days ☐

Evenings ☐

Swing ☐

Graveyard ☐

Weekends ☐

Status:

Regular ☐

Temporary ☐

Are you authorized to work in the U.S. on an unrestricted basis?

Yes ☐

No ☐

Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.)

Yes ☐

No ☐

If yes, explain:

Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job?

Yes ☐

No ☐

Can you perform these essential functions of the job with or without reasonable accommodation?

Yes ☐

No ☐

QUALIFICATIONS

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS

List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.

REFERENCES

Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer?

Yes ☐ No ☐ N/A ☐

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date