

**CHARTER TOWNSHIP OF REDFORD
15145 BEECH DALY
REDFORD MI 48239
PHONE: (313) 387-2760**

JOB INTEREST FORM

You have completed a Job Interest Form. This is an indication of your desire to be considered a candidate for employment in the Charter Township of Redford.

Your Job Interest Form will be kept on file for four (4) months. During the four months, if there is an opening in a job in an area which you marked on your Job Interest Form, we will notify you by mail.

If you want to renew your Job Interest Form, you may either return to the Personnel Office during the business hours: Monday through Friday, 8:30 a.m. to 4:00 p.m. or you may telephone.

“AN EQUAL OPPORTUNITY EMPLOYER”

JOB INTEREST FORM

THIS IS **NOT** A JOB APPLICATION
PLEASE READ THE REVERSE SIDE EXPLANATION

DATE _____

NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

AVAILABLE (Check ALL that apply)

FULL TIME:

PART TIME:

SEASONAL: Spring Summer Fall Winter

AREAS OF INTEREST:

SECRETARIAL/CLERICAL

Typing, clerk duties, may also include Dictation and receptionist work.

ACCOUNTING, BOOKKEEPING

May involve one or more areas of Billing, payables, cashiering, fee Collection, payroll, general ledger.

DISPATCHER/PRISONER ATTENDANT

Operate radio and telephone Communications. Book and lodge Prisoners.

MANAGEMENT, DIRECTOR

Experience and/or a college degree is Typically required.

CUSTODIAN, MAINTENANCE

Clean buildings, may include Repair work

ANIMAL CONTROL OFFICER

Enforce animal control ordinances.

DPW, SANITATION, WATER and PARKS & REC DEPARTMENT WORKERS

Manual labor, may include equipment Operation and heavy labor. May need CDL.

OPERATOR

Operate power equipment, such as trucks and heavy equipment, may Also include manual labor.

MECHANIC

Repair and maintain trucks, cars, Heavy equipment

CONCESSION WORKER

Work in food concessions at the Ice arena and events in parks.

POLICE OFFICER

PROTECTIVE INSPECTION

Building Inspector
Heating, Plumbing
& Mechanical Inspection
Electrical Inspector

FIREFIGHTER

PROGRAMS:

Figure Skating

Summer Parks & Rec

Youth Department
(during school year)

SPECIAL SKILLS/CERTIFICATIONS

TYPING/KEYBOARDING _____ wpm

DICTATION _____ wpm

CDL (Type) _____

COMPUTER PROGRAMS: _____