

AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL (ACSET)

An Equal Opportunity Employer/Program
Auxiliary Aids and Services are Available Upon Request

EMPLOYMENT APPLICATION FOR ASSISTANT MANAGER

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone ()	E-mail Address		
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			

EDUCATION			
High School		Address	
	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College		Address	
From To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other		Address	
From To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Listed below are some of the qualifications required by the Assistant Manager position. For each qualification listed you should explain the work you performed or training you received that will verify that you possess the skills necessary. At a minimum list:

- The work you performed or training you received;
- When it was performed or training received (list dates); and,
- For whom was work performed or from whom was training received (organization/company/institution)

QUALIFICATIONS

1. Ability to provide training to staff regarding appropriate customer service, Michigan Works! policies and regulations, and file documentation requirements.

2. Ability to supervise staff, provide guidance and direction, evaluate staff performance, and provide updates.

3. Proficient and demonstrated understanding of Michigan Works! program requirements, and maintenance of data and reports for weekly, monthly and quarterly performance requirements.

4. Ability to provide oversight of daily operations within the Business Solutions department and address front line issues and concerns.

QUALIFICATIONS CONTINUED

5. Ability to coordinate support with the Business Solutions team and establish and maintain professional, effective working relationships with other ACSET staff.

6. Proficient and demonstrated understanding of the One Stop Management Information System (OSMIS), the G*Stars tracking system, and the Pure Michigan Talent Connect system.

7. Demonstrated strong leadership skills and experience in management, supervision and/or program development.

8. Demonstrated work history of successfully and professionally taking initiative, completing projects, problem solving, and teamwork.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

DISCLAIMER AND SIGNATURE

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that false statements made by me are sufficient grounds for rejection of this application or discharge from ACSET EMPLOYMENT.

Signature	Date
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