



Application for Employment

Personal Information

Last Name Sinnott	Middle Initial P	First Name Arika	Social Security No. (optional)	
Address 4860 Olmsted		Apt. No.	City Okemos	State MI
			Zip 48864	
Telephone No. 517-896-9345	Best time to contact 8 am – 7 pm	Cell No. same	Best time to contact	Are you 18 years or older? ☒ yes ☐ no

Desired Employment

Position Manager of Governmental Affairs	Date You Can Start ASAP	Salary Desired
Are you currently employed? ☐ yes ☒ no	Are you currently on a "lay-off" status and subject to recall? ☐ yes ☒ no	Can you travel if job requires it? ☒ yes ☐ no

Education

School Level	Name & Location of School	No. of Years Attended	Did you graduate?	Subjects Studied
High School	St. Ursula Academy, Toledo, OH	4	yes	College Prep
College	Michigan State University	4	yes	Communications
Trade, Business or Correspondence School				
Special Training				

Former Employers

List below last three employers, starting with the most recent.

Name of Present or Last Employer Senator Phil Pavlov				
Address 201 Townsend St.		City Lansing	State MI	Zip 48933
Starting Date 1/2015	Leaving Date 3/2017	Job Title Legislative Director	Reason for Leaving After an office reorganization, I found a consulting opportunity that better utilized my skill set.	
Hourly Wage or Annual Salary \$50,000 – for part time		May we contact your supervisor or employer? ☐ yes ☒ no		
Name of Supervisor Senator Phil Pavlov		Title State Senator	Phone	
Description of Work Drafted public policy; analyzed and researched current and past legislation; communicated with various organizations, lobbyists and state agencies regarding current and future legislation; edited and gathered support for bills; tracked issues specific to the legislator's district; testified on behalf of legislator at hearings.				

Name of Previous Employer Senator Tonya Schuitmaker				
Address 201 Townsend		City Lansing	State MI	Zip 48933
Starting Date	Leaving Date	Job Title	Reason for Leaving	

1/2006	12/2015	Chief of Staff/Legislative Director	The focus of the job was shifting from a legislative focus to campaign management.
Hourly Wage or Annual Salary \$75,000		May we contact your supervisor or employer? ☐ yes ☒ no	
Name of Supervisor Senator Tonya Schuitmaker		Title State Senator	Phone
Description of Work Personally responsible for the passage of 29 Public Acts; drafted public policy; responsible for issues regarding state budget process – specifically Higher Education funding; edited and proofed all constituent letters, tributes and newsletters; communicated with various organizations, lobbyists and state agencies regarding current and future legislation; supervised all staff.			

Name of Previous Employer Representative John R. Pastor			
Address 124 N. Capitol		City Lansing	State MI
Zip 48933			
Starting Date 1/2003	Leaving Date 12/2005	Job Title Chief of Staff	Reason for Leaving I left this office for a new opportunity.
Hourly Wage or Annual Salary \$50,000		May we contact your supervisor or employer? ☐ yes ☒ no	
Name of Supervisor Representative John Pastor		Title State Representative	Phone
Description of Work Supervised staff; drafted public policy; analyzed, researched, advised the representative on current legislation; communicated with various organizations and state agencies regarding current and future legislation; responsible for issues regarding state budget process; wrote monthly newsletter; edited and proofed all constituent correspondence; coordinated and planned all special events.			

Special Skills

<u>Microsoft Word</u> ☒ Advanced ☐ Intermediate ☐ Basic	<u>Microsoft Excel</u> ☒ Advanced ☐ Intermediate ☐ Basic	<u>Microsoft Access</u> ☐ Advanced ☐ Intermediate ☒ Basic	<u>Microsoft PowerPoint</u> ☐ Advanced ☐ Intermediate ☒ Basic	☐ Typing WPM _____ ☐ Shorthand WPM _____
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References (Give the names of three persons you are not related to, whom you have known at least one year.)

	Name	Address	Business	Phone No.	Years Acquainted
1	Darin Ackerman	111 S. Capitol Avenue Lansing, MI 48909	Legislative Director, Governor Rick Snyder	(517) 241-3950	20 years
2	Anne Blankenhorn	124 West Allegan Lansing, MI 48910	Policy Advisor Senate Majority Policy Office, Michigan Senate	(517) 373-9506	5 years
3	Emily Guerrant	300 N. Washington Square Lansing, MI 48933	Vice President of Marketing, Communications and Public Relations Michigan Economic Development Corporation	(517) 373-5689	20 years

May we contact these references? ☒ yes ☐ no

Have you ever been convicted of a felony? ☐ yes ☒ no
If yes, explain. (will not necessarily exclude you from consideration)

Please submit your resume or curriculum vitae with this application.

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative."

Anke Sinnott

Signature

7/22/17

Date