

PINCONNING AREA SCHOOLS

APPLICATION FOR EMPLOYMENT

For Non-Certified Position

THE FOLLOWING INFORMATION IS REQUESTED IN ORDER TO HELP US MAKE THE BEST POSSIBLE PLACEMENT WITHIN PINCONNING AREA SCHOOLS. WE APPRECIATE THE TIME YOU SPEND IN FILLING IN THIS APPLICATION FORM. ALL INFORMATION WILL BE TREATED CONFIDENTIALLY.

PINCONNING AREA SCHOOLS, IN ACCORDANCE WITH STATE AND FEDERAL LAWS, DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, RELIGION, COLOR, SEX, HEIGHT, WEIGHT, NATIONAL ORIGIN, FAMILY STATUS, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAP, OR ANY OTHER LEGALLY PROTECTED STATUS.

APPLICATION MUST BE FILLED OUT COMPLETELY
(PLEASE PRINT CLEARLY)

Name: _____
(Last) (First) (Middle)

Present Address: _____
(Street) (City) (State) (Zip Code)

Home Telephone Number: (____) _____ Alternate Telephone Number: (____) _____
Person to be notified in case of emergency:

Are you under 18 years of Age? _____
Yes No

Name: _____

Address: _____

Telephone Number: (____) _____

Have you ever filed an application with or previously been employed with Pinconning Area Schools? _____
Yes No

Are you a citizen of the U.S.? _____
Yes No

If so, When and Where? _____ the U.S.? _____
Yes No

(Proof of U.S. Citizenship or Immigration status will be required upon employment.)

Position Desired: _____ Are you currently subject to recall with any other employer?

Full Time _____ Part Time _____ Yes No

Salary Desired: _____ Date you can start work: _____

What office machines can you operate? _____ Typing speed: _____ wpm

10-key speed: _____

Can you transcribe machine dictation? _____

List any other skills and/or qualifications you have that you feel would be an asset to us in considering your application:

Yes No

Which word processing computer software have you used

Before, if any: _____

Have you ever been convicted of a crime? _____
Yes No

If there are any felony charges pending against you, please explain when, where and the nature of the charge:

If yes, please describe when, where and what is the nature of the offense: _____

Were you in the armed forces? _____
Yes No

Describe any job related military training: _____

If yes, what branch? _____

Rank at discharge: _____

RECORD OF EDUCATION

—
HIGH SCHOOL or PREP SCHOOL
(Name and Location)

Major Subject

No. Of Years

Degree

UNIVERSITY or COLLEGE

GRADUATE SCHOOL

OTHER - Including Military Service
Trade or Business Schools

Are you attending school now? _____
Yes No

Are you attending, or have you completed any courses, or
Specialized training that would qualify you for this
position? _____
Yes No

School: _____

Subjects: _____ If yes, please describe: _____

EXPERIENCE - BUSINESS OR PROFESSIONAL RECORD OF LAST FIVE POSITIONS
(LIST PLACES IN ORDER STARTING WITH PRESENT EMPLOYER FIRST)

Employment Dates	Name and Address of Employer	Position or Title	Supervisor's Name	Salary Received	Reason for Separation	From Mo/Yr	To Mo/Yr
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REFERENCES:

List name and telephone number of three (3) personal/business references, who are not related to you.

NAME	TELEPHONE NUMBER	YEARS KNOWN
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What, if anything, prompted you to apply for a position with us?

If you checked "other", please
explain: _____

Advertisement Emp. Agency Friend Relative Walk-in Other

SPECIAL EMPLOYMENT NOTICE

IF AN OFFER OF EMPLOYMENT IS MADE FOR A CERTAIN CLASSIFICATION, A MEDICAL EXAMINATION MAY BE REQUIRED BEFORE BEGINNING EMPLOYMENT DUTIES.

MICHIGAN LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BASED ON HANDICAP. AN APPLICANT OR EMPLOYEE REQUIRING ACCOMMODATION FOR EMPLOYMENT MUST NOTIFY THE EMPLOYER IN WRITING WITHIN 182 DAYS AFTER THE NEED IS KNOWN.

AFFIRMATION

I HEREBY AFFIRM THAT THE INFORMATION PROVIDED ON THIS APPLICATION (AND ACCOMPANYING RESUME, IF ANY) IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND THAT FALSIFIED INFORMATION OR SIGNIFICANT OMISSIONS MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT AND MAY RESULT IN MY DISMISSAL IF DISCOVERED AT A LATER DATE.

SIGNATURE

DATE

**PINCONNING AREA SCHOOLS
ICHAT BACKGROUND CHECK**

Pursuant to 1993 Public Act 68, I represent that

___1) I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.

___2) I have not been convicted of, or pled guilty to or nolo contendere (no contest) to any traffic violations.

___3) I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes. List nature of conviction, date and court.

a. _____

b. _____

c. _____

I understand and agree that pursuant to 1993 Public Act 68:

1) The board of education of the school district or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police;

2) Until that report is received and reviewed by the School, I am regarded as a conditional employee; and

3) If the report received from the department of State Police is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the School.

Date

Signature

The search is for State of Michigan records only:

Last Name: _____ First Name: _____ Middle Initial _____

Race _____ Gender _____ Date of Birth _____

Other Name/Maiden Name: _____