

CURRENT & MOST RECENT FORMER EMPLOYERS (List most recent employer first)

Date Month/ Year	Number of Months Employed	Average Hours Worked Per Week	Name, Address, & Telephone No. of Employer	Last Position Held/ Responsibilities	Reason for Leaving
From: To:					
From: To:					
From: To:					

May we contact the employers listed? ___Yes ___No

If not, which one(s)? _____

REFERENCES (Three individuals not related to you, whom you have known for at least one year)

Name	Address & Telephone	Relationship	Years Acquainted

MILITARY EXPERIENCE

Do you have U.S. military experience? ___	Date Entered: _____	Branch: _____
Rank: _____	Date Discharged: _____	Honorably? ___

Are you able to perform the essential functions of the job for which you are applying either without accommodation or with accommodation for any physical, mental, or medical impairment or condition? Yes No

PARAPROFESSIONAL APPLICANTS

What experience have you had working with children, ages 4-12?

What experience have you had working with children, ages 13-18?

What experience have you had working with young people who have handicapping conditions?

CLERICAL APPLICANTS

KEYBOARDING:

WPM _____ Yrs. of Exp. _____ DICTAPHONE: Model(s) _____ Yrs. of Exp. _____

COMPUTERS: Models(s) _____

SOFTWARE:

Name: _____ Yrs. of Exp. _____ Name: _____ Yrs. of Exp. _____

Name: _____ Yrs. of Exp. _____ Name: _____ Yrs. of Exp. _____

BOOKKEEPING APPLICANTS

Please list the classes you have completed relative to bookkeeping, including any math classes.

FOOD SERVICE APPLICANTS

Please list the formal and informal experience and/or training you have had in a commercial or institutional food service. Include any experience you have in the area of supervision and work with children.

MAINTENANCE/CUSTODIAL/TRANSPORTATION APPLICANTS

What is your area of skill: Plumbing Carpentry Masonry Electrical
 Heating & Cooling Auto Mechanics Maintenance

What machinery or equipment can you operate? _____

Have you worked at a trade? What? _____

What other qualifications do you possess? _____

Do you have a valid driver's license? Class & License Number: _____

Do you presently have violation points? If yes, how many? _____

Notice to All Applicants

Before any applicant can begin work, the person must be able to verify, under federal law, that he or she is authorized to work in the United States. All applicants offered a position with the Tuscola Intermediate School District will have to document their authorization to work before the hiring process will be complete.

All applicants are being notified at this time that, if selected for hire, it will be their responsibility to provide the Tuscola Intermediate School District with documentation showing their right to work. The Tuscola Intermediate School District is giving you this notice so you may have those documents ready if you should be offered a position. The documents will be reviewed at the time a conditional offer of employment is made.

Notice of Handicapper Rights

Michigan law requires that you notify the Tuscola Intermediate School District in writing within 182 days after you know or should have known that an accommodation for a handicap will be necessary to permit you to perform the duties of the position for which you are applying.

Notice Mandated by Federal Regulations Concerning Drug Prevention

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all staff members. Any employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials. The District is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which they receive help through programs and services available in the community.

Notice of Medical Examination

Any job you are offered by the Tuscola Intermediate School District will be conditional on the results of a medical examination if one is requested. The medical exam will be completed before you begin work on your job.

APPLICANT'S CERTIFICATION AND AGREEMENT

1. Certification of Truthfulness: I certify that all statements on this employment application are made truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false, will be sufficient reason for not being employed or if employed, may result in my dismissal.
2. Authorization for Employment Information: I authorize the Tuscola Intermediate School District to conduct an investigation of me, including but not limited to all statements made by me in this application. I authorize all sources of information (the references I have listed, any prior or current employer of mine except those specifically excluded on page 2, or any educational institution) or anyone else contacted by the Tuscola Intermediate School District to give it any and all information concerning me and my previous employment or educational accomplishments, including any disciplinary information and any other information they may have, personal or otherwise. I release all sources of information from all liability for any damage that may result from furnishing information to the Tuscola Intermediate School District. Also, I hereby waive written notice to me that employment information is being provided by any person or organization. A photostatic copy of this Authorization, Release and Waiver shall be considered as effective and valid as the original.
3. Criminal Records Check: I agree to execute an authorization for this employer to secure criminal conviction history and a record of referrals to first offender programs from the appropriate law enforcement agency should the Board determine it necessary to do so.
4. Physical Examination and Testing: I agree to submit myself, upon request, for physical examination by the District's physician and to execute appropriate releases for that purpose. I also agree to a pre-employment substance-screening test if requested by the District.

Applicant's Signature _____

Date _____

Please return your completed application, transcripts, and credentials to the Tuscola Intermediate School District, Employment Services Secretary, 1385 Cleaver Road, Caro, MI 48723. Please note that this application will only remain active for 3 months, after which the applicant would need to re-apply in writing.

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In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, and familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.

Section 1230b Authorization and Release of Information—Unprofessional Conduct Information for Full-Time/Part-Time/Substitute Employees

Unprofessional conduct checks are required for all new employees (full-time, part-time, and substitute) hired by a school district under the Revised School Code. Any person applying for a job with a local or intermediate school district or public school academy must sign a statement authorizing their current or former employer to disclose any unprofessional conduct by the applicant. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct.

The hiring school district cannot hire an individual who does not sign this agreement. Before hiring the applicant, the district must request the applicant's current employer or, if the applicant is not employed, former employer, to provide copies of all documents in the applicant's personnel record that relate to any unprofessional conduct on the part of the applicant. Information received by the hiring district may be used only to evaluate the applicant's qualifications for the position, which they have applied.

I, _____, the undersigned applicant, authorize my current and former employer(s) to be disclosed to the TUSCOLA INTERMEDIATE SCHOOL DISTRICT copies of all documents which relate to unprofessional conduct in my personnel records maintained by my current or former employer(s). I understand that this authorization and release applies to any act of "unprofessional conduct" as defined in Section 1230b of the Revised School Code, meaning one or more acts of misconduct; one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor.

In addition, I release my current or former employer(s) and their employees acting on their behalf from liability for providing the information described in this authorization to the TUSCOLA INTERMEDIATE SCHOOL DISTRICT for the purpose of employment.

Finally, I waive the right to receive written notices (specified by Section 6 of the Bullard-Plawecki Employee Right to Know Act) from my current and former employer(s) for the disclosure of the information described in this authorization to the TUSCOLA INTERMEDIATE SCHOOL DISTRICT.

Applicant's Name – please print _____

Social Security Number _____

Applicant's Signature _____

Date _____

Name of Current

Employer: _____ Telephone: _____

Complete Address: _____

Name of Former

Employer: _____ Telephone: _____

Complete Address: _____

Name of Former

Employer: _____ Telephone: _____

Complete Address: _____

TO BE COMPLETED BY CURRENT OR FORMER EMPLOYER:

An employer responding to a request for information should note that Michigan law requires an employer to review a personnel record before releasing information to a third party and, except in the case of legal actions and arbitration, delete records of disciplinary actions that are more than four years old (MCL 423.507). Please return this sheet and any/all documents within 20 working days to the Tuscola Intermediate School District, Employment Services Secretary, 1385 Cleaver Road, Caro, MI 48723.

Current/Former Employer Name: _____

Name of Person Providing Information: _____ Position: _____

Are there documents in the applicant's personnel record that relate to any unprofessional conduct? _____ YES _____ NO

If yes, date(s) of incident: _____