

# 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)

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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? \_\_\_\_\_ Name: \_\_\_\_\_  
Yes No

Email address: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_

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Have you ever filed an application with or previously been employed with Pinconning Area Schools? \_\_\_\_\_ Are you a citizen of the U.S.? \_\_\_\_\_  
Yes No 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.)

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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: \_\_\_\_\_

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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
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UNIVERSITY or COLLEGE

GRADUATE SCHOOL

OTHER - Including Military Service  
Trade or Business Schools

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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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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

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**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: \_\_\_\_\_