

**Montrose Community Schools
EMPLOYMENT APPLICATION**

Last Name:		First Name:		Middle:		
Date of Application:		Date of Birth:		Social Security Number:		
Phone (Home):		Phone (Work):		Phone (Mobile):		
Address:						
City:		State:		Zip Code:		
Position Desired (check all that apply): <input type="checkbox"/> Teaching <input type="checkbox"/> Aide (classroom/playground) <input type="checkbox"/> Secretarial <input type="checkbox"/> Cafeteria <input type="checkbox"/> Custodial <input type="checkbox"/> Maintenance <input type="checkbox"/> Bus Driver				Expected Salary/Wage:		
				Date Available to Begin:		
EDUCATION						
Name and Location of High School:		Years Attended:	Date of Graduation:		Course of Study:	
College/University	Dates Attended	Number of Credits Earned	Degrees Earned	Date Degree Received	Major	Minor
Areas of Certification (please list):						
<p>Advisory: <i>In accordance with Public Act 96 of the Public Act of 1995, it is a criminal misdemeanor to use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered, or forged teaching certificate, school administrator certificate, other State Board of Education approval, or a certificate or approval of another person for the purpose of obtaining employment.</i></p>						

PLEASE PROVIDE A COPY OF DRIVER'S LICENSE AND SOCIAL SECURITY CARD

EMPLOYMENT RECORD

Name and Address of Employer	Dates of Employment	Position	Salary	Reason for Leaving

REFERENCES

Name and Address	Association	Phone

INFORMATION RELEASE AUTHORIZATION

I hereby authorize my current and former employer(s), whether named in this application or not, to disclose to the Montrose Community Schools any and all information regarding my employment history, including, but not limited to, written or verbal information regarding my character, reputation, work and work experience, discipline history (including but not limited to records of unprofessional conduct), evaluations and information related to termination of employment or resignation under less than satisfactory conditions and to release all of my employment records to the Montrose Community Schools.

I authorize the Montrose Community Schools to investigate all statements contained in and provided with this application and to contact any or all of my references, current and former employer(s), current and previous educational institution(s) attended and any other person(s) and organization(s) as deemed necessary by Montrose Community Schools investigating employees or agents for the purpose of making pre-employment inquiries and obtaining information they may deem pertinent.

I hereby waive written notice of the disclosure of any disciplinary report, reprimands, and/or personnel actions from my current and former employer(s). This waiver shall be inclusive of a waiver of rights under Section 6(3) of the Bullard-Plawecki Employee Right to Know Act.

Have you ever been convicted of a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, explain and provide dates:	
Are there any felony charges pending against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your name appear on any Sex Offender Database in any state or country?	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT'S ACKNOWLEDGEMENT AND AGREEMENT

Criminal Records: I understand that Montrose Community Schools are required by Revised School Code, as amended, to conduct a criminal history check. If I am offered a position with a district, I will fulfill the requirements for completion of a criminal records check through the records division of the Michigan State Police and the Federal Bureau of Investigation. ***I understand that if felony or criminal charges should be filed against me during the course of my employment or while any application is considered active, it is my responsibility to notify the District of said charges within three (3) business days.***

Unprofessional Conduct: I understand that the Montrose Community Schools are required by the Revised School Code, as amended, to contact my current or former employer(s) to inquire about any acts of unprofessional conduct and request all documents related to unprofessional conduct. I specifically authorize my current and former employer(s) to disclose to the Montrose Community Schools any unprofessional conduct by me and to provide the Montrose Community Schools with copies of all documents in my personnel record(s) relating to unprofessional conduct. I understand that if I fail to sign the attached release form or provide accurate information regarding the name(s) and address(es) of my current and past employer(s), my application for employment will not be considered. I hereby release my current and former employer(s), their employees and agents acting on their behalf and any person and entity providing information and/or documents

concerning this authorization from any and all claims and/or liability whatsoever and for any damages and/or consequences which may result. Further, I release the Montrose Community Schools, their Board of Education, individual Board members, administrators, employees, and agents from any and all claims and/or liability whatsoever or any damages or consequences that may result from the pre-employment investigation related to my consideration for employment with the Montrose Community Schools.

An Offer of Employment or Continued Employment: if I am hired, is conditional subject to the investigation and review of all information I provide during this employment process, the report from the criminal records check and the response to the unprofessional conduct check. I understand that misrepresentation or omission of facts called for is cause for dismissal. If hired, I agree that I will work the hours, shifts, and schedules assigned to the position by representatives of the Montrose Community Schools.

By signing below, I expressly state that the information provided in this employment application is true and accurate to the best of my knowledge and agree to all provisions of employment expressed herein.

Signature of Applicant:

Date:

It is the policy of the Montrose Community Schools that no discriminatory practices because of sex, race, color, national origin or handicap, be allowed in providing instructional opportunities, job placement assistance, employment practices and policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact Montrose Community Schools, Dr. Edward Graham, Superintendent, at 300 Nanita Drive, P.O. Box 3129, Montrose, MI 48457-0829 or by phone at 810-591-8812.