

Chesaning Union Schools

Central Office • Chesaning High School • 850 N. Fourth St., PO Box 95 • Chesaning, MI 48616

Phone: (989) 845-7020 • Fax: (989) 845-3722

www.chesaningschools.net

External Employment Application

Date of Application: _____

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

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

Other Previous Names: _____
(Last) (First) (Middle Initial)

Residential Address _____
(Street) (City/State) (Zip)

Phone: _____ Email: _____

Are you past your 18th birthday? _____

Applicant: Please use additional sheets to completely supply information requested. Failure to complete all required blanks on this application will result in the District not processing the application.

Have you ever been requested to resign or otherwise surrender your employment rights with any school or other educational institution? Yes _____ No _____ If you answered "yes". Please explain in detail on a separate sheet and attach it to the application.

Employment Skills/Qualifications

Position applying for: _____

Type of skills you possess which you feel would enable you to perform the job that you are applying for:

1. _____

2. _____

3. _____

4. _____

Do you have specialized training in any of these areas? (Indicate which) _____

Educational Background

	Name & Location	Type of Degree or Diploma	Completed?
High School			
College/ University			
College/ University			
Other			

Prior Work Experience

(Please be sure to complete all information in full and list most recent employer first)

Name & Mailing Address	Supervisor	Telephone Number	Duties	Employment Dates	Reason for Leaving

References

List anyone for whom you've worked under and others who have knowledge of your skills and abilities. Unless otherwise noted, all references will be contacted. Do not include relatives.

Full Name & Title	Mailing Address	Phone Number

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 within the Chesaning Union 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 your responsibility to provide the Chesaning Union Schools District with documentation showing your right to work. The Chesaning Union School District is giving you this notice so you may have those documents ready if you should be offered a position. The Business Office, at the time a conditional offer of employment is made, will review the documents.

All applicants are being notified at this time that, if selected for hire, you will be required to complete Bloodbourne Pathogens training. Failure to complete Bloodbourne Pathogens training will be sufficient reason for your dismissal.

Further, the applicant understands that this application is not an offer of employment or an offer of a contract for employment with the Chesaning Union School District. This application does not obligate the Chesaning Union School District in any way should it determine to offer employment to the applicant.

Applicant's Certification and Agreement (Please read carefully)

1. **Certification of Truthfulness**

I certify that all statements on this Employment Application are made completely, 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 references I have listed, and any prior or current employer of mine, to give you any and all information concerning my previous employment, including any disciplinary information, and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing information to you. Also, I hereby waive written notice to me that employment information is being provided by any person or organization.

3. **Authorization for Criminal Investigation Information**

Pursuant to Public Act 68 of 1993 and Public Act 83 of 1995, I understand that a criminal records check (ICHAT & fingerprinting) will be conducted and I am responsible to pay any fees, which currently are \$60+, incurred with the investigation. I authorize the applicable enforcement agency (s) to release any and all criminal history to you.

Applicant's Signature

Date

See Reverse for More Details

NOTICE OF NONDISCRIMINATION

The Chesaning Union School District does not discriminate against applicants or employees on the basis of religion, race, color, veteran status, age, pregnancy, national origin, sex (including sexual orientation and transgender identity, height, weight, marital or family status, arrest record*, genetic information, ancestry, disability, or any other legally protected category.

A person with a disability may allege a violation regarding failure to accommodate under the Michigan Persons with Disabilities Civil Rights Act only if the individual notifies the employing institution, in writing, of the need for accommodation within 182 days after the date on which person with a disability knew or reasonably should have known that an accommodation was needed.

Written notification of the need for accommodation in the application or selection process and inquiries or complaints regarding this notice or the District's policy of nondiscrimination should be directed to: Melinda Soule, Middle School Principal - Chesaning Union Schools, 431 N. Fourth Street, Chesaning, MI 48616 989.845.7040 or Paula Peterson, Finance Director - Chesaning Union Schools, 850 N. Fourth Street, Chesaning, MI 48616 989-845-7020. *in employment only

CHESANING UNION SCHOOLS
CHESANING, MICHIGAN

Pursuant to Public Act 68 of 1993 and Public Act 83 of 1995, I, _____,
represent that (check one):

_____ 1. I have not been convicted of, pled guilty or nolo contendere (no contest) to any crimes.

_____ 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following
crimes (use separate sheet to explain nature of conviction, date and court):

a.

b.

c.

I understand and agree that pursuant to Public Act 68 of 1993 and Public Act 83 of 1995:

- (1) the Board of Education of the school district or governing body of the public school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and the Federal Bureau of Investigation (F.B.I):
- (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 Michigan Department of State Police or the F.B.I. is not the same as my representations(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.

Signature

Date