



KELLOGGSVILLE PUBLIC SCHOOLS

242 – 52nd Street SE
Grand Rapids, MI 49548
(616) 538-7460



APPLICATION FOR EMPLOYMENT

This form must be filled out completely. All information will be treated in a confidential manner. Your application will be moved to the inactive file after one year unless renewed by your letter or personal call.

PERSONAL HISTORY			
Name _____			
Last	First	Middle	
Address _____			
Street			
City		State	Zip Code
Home Phone _____	Business Phone _____	Are you 18 years old or older? _____	
Social Security No. _____		Lawfully authorized to work in U.S.?: Yes <input type="checkbox"/> No <input type="checkbox"/>	

EDUCATION BACKGROUND			
Location	Years Completed	Diploma/Degree Year (Optional)	Course of Study
High School			
College			
Other Training			

MILITARY EXPERIENCE					
From	To	Rank	Branch of Service	Special Training	Type of Discharge

Write a brief narrative of any skills, experiences, or qualities which you feel would qualify you for a position with us. Include any awards, honors, or special recognitions received. Include date of most recent school or work related experience.

EMPLOYMENT INFORMATION – Please give accurate, complete record. List most recent employment first.

Company Name	Telephone
Address	Employed From To
Name of Supervisor	Job Title
Describe your Work	Reason for Leaving

Company Name	Telephone
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❖ List additional employment information on reverse side.

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

Final employment of applicant is pending, based on a pre-placement physical examination.

Have you ever been dismissed from employment or refused re-employment? _____ If yes, please explain.

Have you been convicted of a crime or do you have any felony or misdemeanor charges pending? _____

If yes, please explain. _____

REFERENCES – Please do not list relatives.

Name	Address	Phone Number	Position

Position Desired (Please check):

- Certified Staff (Administrator, Teacher, Itinerant, etc.)
 Paraprofessional Aide K-12
 Clerical
 Food Service
 Maintenance – Custodial
 Transportation/Bus Driver
 Other (Please list): _____

Do you prefer full time, part-time, or substitute employment? _____

PARAPROFESSIONAL – AIDE APPLICANTS ONLY

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 ONLY (Indicate your office skills and experience.)

Typewriter: WPM -	Years of Experience	Computer Model:			
		Software- Windows	Software- School Finance 2k	Software- Powerschool	Software- Other
Other	Years of Experience	Years of Exp.	Years of Exp.	Years of Exp.	Years of Exp.

FOOD SERVICE APPLICANTS ONLY

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

MAINTENANCE – CUSTODIAL – TRANSPORTATION/BUS DRIVER APPLICANTS ONLY

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 Kelloggsville Public Schools 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 Kelloggsville Public Schools with documentation showing their right to work. Kelloggsville Public Schools is giving you this notice so you may have those documents ready if you should be offered a position. The documents will be reviewed by the Personnel Department at the time a conditional offer of employment is made.

Notice of Handicapper Rights

Michigan Law requires that you notify Kelloggsville Public Schools in writing within 182 days after you know or should have known that an accommodation for handicap will be necessary to permit you to perform the duties of the position for which you are applying. Forms are available at the Personnel Office. Submitting a request will not affect your consideration for employment.

APPLICANT'S CERTIFICATION AND AGREEMENT

READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FOR EMPLOYMENT

1. Certification of Truthfulness

I certify that all statements on this Application for Employment 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 Investigation, Release and Waiver

I authorize Kelloggsville Public Schools 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, including the references I have listed above, any prior or current employer of mine, any educational institution, and anyone else contacted by Kelloggsville Public Schools to give it any and all information concerning me and my previous employment, including any disciplinary information and any other information they may have, personal or otherwise. I release Kelloggsville Public Schools and all sources of information from all liability for any damage that may result from furnishing information to Kelloggsville Public Schools. 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.

_____ Dated _____, 20____
Applicant Signature

Kelloggsville Public Schools is an equal opportunity employer in compliance with the laws prohibiting discrimination based on race, sex, national origin, age, religion, height, weight, marital status and handicap.

Return application to:
Kelloggsville Public Schools
Personnel Office
242 - 52nd Street SE
Grand Rapids, MI 49548
(616) 532-1597

November 2004