



APPLICATION FOR EMPLOYMENT

Name _____

Address _____

City _____ State ____ Zip _____

Phone (work) _____ (home) _____

Are you 18 years of age or older?

Position(s) applied for _____

Yes No

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.

CITIZENSHIP: Check the appropriate block below.

- A. Citizen of the U.S.
- B. National of the U.S.
- C. Permanent Resident Alien of the U.S.
- D. Non-Citizen. Type of visa _____

(For C & D, attach verification of alien status and employment authorization to application.)

All applicants offered a position with Gratiot-Isabella Regional Education Service District will have to document their authorization to work before the hiring process will be complete. Acceptable documents for this authorization include driver's license and social security card or birth certificate. Gratiot-Isabella RESD is giving you this notice so you may have those documents ready if you should be offered a position.

For "at-will" employees--Gratiot Isabella Regional Education Service District is an "at-will" employer and I understand and agree that, upon hire, my employment may be terminated with or without cause and with or without notice at any time. I understand and agree that any agreement contrary to or modifying this provision is not valid or enforceable unless it is in writing and signed by an officer of the company.

NOTICE OF HANDICAPPER RIGHTS

Michigan law requires that you notify Gratiot-Isabella Regional Education Service District, in writing, within 182 days after you know or should have known that the accommodation for a handicap will be necessary to permit you to perform the duties of the position for which you are applying. Failure to properly notify Gratiot-Isabella Regional Education Service District will preclude any claim that Gratiot-Isabella Regional Education Service District failed to accommodate the handicapper.

Gratiot-Isabella Regional Education Service District is an Equal Opportunity Employer. In accordance with Federal and State Legislation, Gratiot-Isabella Regional Education Service District recruits, hires and promotes individuals without regard to race, age, color, creed, religion, national or ancestry origin, marital status, gender, height, weight, non-job related handicap, and/or any other legally protected characteristic.

1131 East Center St, P.O. Box 310, Ithaca, MI 48847 989-875-5101, fax 989-875-7531, TDD 989-875-8720
Attention: Debra Miller, Human Resources

PERSONAL

Have you ever been convicted of a crime? Yes No

Are there any felony charges pending against you now? Yes No

If yes, to either or both above, please explain. A conviction will not necessarily exclude you from employment.

Have you ever been employed by Gratiot-Isabella Regional Education Service District? Yes No

If yes, list the date(s) and department(s). _____

If hired, can you provide proof that you are eligible to work in the United States, either as a Citizen or Legal Alien?

Yes No

Please indicate any other names by which you may have been known. _____

Have you ever been dismissed, asked to resign or refused re-employment? Yes No

If yes, explain

JOB PREFERENCE

Position(s) Desired: _____

Schedule Preference: Full Time Part Time

If hired, what date would you be able to begin?

How did you learn of this position opening?

REFERENCES

Please list three (3) persons (no relatives) who may be contacted as references.

Name Known	Address/Phone	Occupation	Years
1.			
2.			
3.			

EMPLOYMENT

Please list present and past employers below, including military service, beginning with the most recent

Employer _____ Position Held _____
Address _____ Supervisor _____

Dates Employed: [mo/yr] from _____
[mo/yr] to _____
Phone _____
Reason for Leaving _____
Describe in detail the type of work you performed _____



Employer _____ Position Held _____
Address _____ Supervisor _____

Dates Employed: [mo/yr] from _____
[mo/yr] to _____
Phone _____
Reason for Leaving _____
Describe in detail the type of work you performed _____



Employer _____ Position Held _____
Address _____ Supervisor _____

Dates Employed: [mo/yr] from _____
[mo/yr] to _____
Phone _____
Reason for Leaving _____
Describe in detail the type of work you performed _____



Please explain any gaps in employment _____

EDUCATION

List education and training in chronological order from high school to present

School/Address	Degree & Field of Study	Did you Graduate?
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1. _____

2. _____

3. _____

Other Training/Education or Skills _____

Do you hold a teaching certificate? Yes No List level and endorsement(s) _____

Other Professional License/Certification: Type _____ No. _____ State _____ Exp. _____

List any past/present restriction on your License/Certification: _____

If you are a certified teacher, have you obtained tenure in a Michigan school district? Yes No

If yes, where? _____ When? _____

APPLICANT'S CERTIFICATION AND AGREEMENT

1. Certification of Truthfulness

I certify that all statements on this Application for Employment 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.

3. Authorization for Criminal Investigation Information

I understand that if I were to be offered a position by Gratiot-Isabella RESD that I would be subject to a criminal conviction history check and fingerprinting.

4. Notice to all Applicants Presenting Certificates/Approvals

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged teaching certificate, school administrator's certificate, other State Board of Education approval, or a certificate or approval or another person for the purpose of obtaining employment.

5. Confidentiality

I understand that if I were to be offered a position that I shall not disclose, either during or after employment, confidential information acquired during employment. Any exception to this provision must be mutually agreed upon in writing by School District and myself.

I agree that any legal recourse taken against Gratiot-Isabella Regional Education Service District, as a result of my employment, must be initiated within a six-month period from the date of termination. Otherwise, I forfeit my right to bring suit against Gratiot-Isabella Regional Education Service District.

Signature of Applicant: _____ Date: _____

