



ALPENA-MONTMORENCY-ALCONA
EDUCATIONAL SERVICE DISTRICT

APPLICATION FOR EMPLOYMENT

This form must be filled out completely. Failure to do so may result in rejection. All information will be treated as confidential.

Application will be maintained on file for one (1) year from application date.

Date: _____

GENERAL

1. Name of applicant: _____

2. Address: _____

3. Telephone: _____

4. Are you a United States citizen? _____

5. How long have you resided at your current address? _____

6. Social Security Number: _____

7. Position desired: _____

Full-Time _____ Part-Time _____

8. When would you be available to commence work? _____

EDUCATION

LIST MOST RECENT FIRST:

High Schools, Colleges, Universities Attended	Location	Dates Attended	Degree Received	Major	Minor

EMPLOYMENT HISTORY

LIST MOST RECENT FIRST

Employer	Complete Address	Date Employed	Type of Work	Name of Supervisor	Reason for Leaving

Present or last salary: _____

Are you presently under contract? _____ If yes, when does it expire? _____

CERTIFICATION AND LICENSING

Subjects or areas you are certified and licensed to teach in Michigan	Certificates and Licenses Held	Date Issued

UNITED STATES MILITARY RECORD

Branch of US Service _____ From _____ To _____

Rank: _____ Type and date of discharge _____

Present draft or military status _____

REFERENCES (List at least three other than those in placement credentials)

Name	Address	Phone	Position

Have you ever been dismissed, asked to resign, or refused reemployment as a teacher?

Yes _____ No _____ If yes, explain: _____

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

Yes _____ No _____ If yes, give details: _____

Are you presently under arrest for a pending felony charge?

Yes _____ No _____ If yes, give details: _____

COLLEGE EXTRACURRICULAR ACTIVITIES

List any extracurricular activities you participated in during college:

EXPERIENCE WORKING YOUTH

List **experience** you have had working with youths of school age, such as summer camp counseling, etc.

Before final consideration for employment, applicant must have on file in the personnel office a complete transcript of college credits, placement references and evidence of eligibility for certification. I understand that I must complete a criminal records check at my own expense. Arrangements should be made by contacting the Personnel Office.

I hereby authorize the investigation *of* all statements contained in this application. Permission is given to contact references and employers. I understand that this application will become part *of* my permanent file and that any misrepresentations, misleading or untruthful statement or omission is cause for dismissal.

The Alpena-Montmorency-Alcona Educational Service District assures compliance with all regulations regarding hiring as outlined in the provisions of Title IX of the Educational Amendments, Title VII of the Civil Rights Act, Section 504 of the Vocational Rehabilitation Act of 1973, Acts 220 and 453.

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non disqualifying disability, height, or other protected categories.

In accordance with Federal law, any person employed by this District must provide evidence that s/he is eligible to work in the United States.

Date

Signature

Alpena-Montmorency-Alcona
 Educational Service District
 2118 U.S. 23 S.
 Alpena, MI 49707

Request/Consent for Release of Information From Current or Former Employer

Required under Act 451 of Public Acts of 1976, section 1230b

In connection with my application for employment through Alpena-Montmorency-Alcona Educational Service District, I hereby authorize them, or their agents, to request from my current or former employers the disclosure of any unprofessional conduct and to make available to the Alpena-Montmorency-Alcona Educational Service District copies of documents in my personnel files maintained by the current or former employer relating to that unprofessional conduct.

I release any current or former employer, any person and his or her employer from any claim of liability for disclosure of information concerning me to Alpena-Montmorency-Alcona Educational Service District, or their agents.

It is my understanding that any information obtained in the course of this release investigation will be held strictly confidential by Alpena-Montmorency-Alcona Educational Service District, and their agents. Information gathered will be used only for the purpose of evaluating an applicant's qualifications for employment in the position for which he or she has applied.

Alpena-Montmorency-Alcona Educational Service District shall not hire an applicant who does not sign this statement, as described in Act 451 of Public Acts of 1976, section 1230b, subsection (I).

THIS IS A RELEASE OF INFORMATION

Read Carefully

 Signature of Applicant

 Date

 Witness

 Date

It is the responsibility of the applicant to mail this form to the former employer. Complete your name and social security number below.

TO BE COMPLETED BY CURRENT/FORMER EMPLOYER

Act No. 451 of Michigan Public Acts of 1976 as amended by section 1230b.

Return of Information:

This information must be returned no later than 20 business days after receiving this request.

Return completed form to:

Alpena-Montmorency-Alcona
Educational Service District
Attn: Personnel Department
2118 U.S. 23 S.
Alpena, MI 49707

Applicant's Name: _____

Applicant's SS#: _____ Employment dates: from _____ to _____

Unprofessional conduct while employed: Yes _____ No _____

If yes, please answer the following questions:

Date/dates of incident: _____

Copies or documentation enclosed: Yes _____ No _____

Reason for leaving employment: Discharged _____ Resigned _____ Other _____

Current/Former Employer's Name: _____

Name of Company Official Preparing this Document: _____

Title: _____ Telephone: _____ Date: _____

For further information, please contact the Superintendent, Alpena-Montmorency-Alcona Educational Service District at (989) 3 54-3 1 0 1.