

# APPLICATION FOR EMPLOYMENT BULLOCK CREEK SCHOOL DISTRICT

BULLOCK CREEK SCHOOL DISTRICT  
1420 S. BADOUR ROAD  
MIDLAND, MICHIGAN 48640

989-631-9022

## 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 the Bullock Creek 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 Bullock Creek School District with documentation showing your right to work. The Bullock Creek School District 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

The Bullock Creek School District actively encourages applications by qualified individuals with handicaps, and does not discriminate in its consideration of such applicants. If you believe that any accommodation of a handicap will be necessary to permit you to perform the duties of the position, Michigan law requires that you notify the Bullock Creek School District within 182 days after you knew or should have known that the accommodation was needed.

## APPLICANT'S CERTIFICATION AND AGREEMENT (Please read carefully)

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. 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  
I authorize the law enforcement agencies to release to you any criminal history information regarding criminal convictions or pending felony charges.

I agree that any legal recourse taken against the Bullock Creek School 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 the Bullock Creek School District.

The Bullock Creek School District is an Equal Opportunity Employer. In accordance with Federal and State Legislation, the Bullock Creek School District recruits, hires and promotes individuals without regard to race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or handicap.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office Use Only - Do Not Write in This Space*

<b>NAME:</b>			<b>Hire Date:</b>	
Last Name	First Name	Middle Initial		
<b>Position:</b>				
<b>Date of Activity:</b>				

*Please Print Clearly*

<b>I. Position(s) Desired:</b>
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<b>II. PERSONAL INFORMATION</b>				
<b>Name:</b>				
Last Name		First Name		Middle
<b>Address:</b>				
Street		City	State	Zip
<b>Social Security #:</b>		<b>Home Phone:</b>		<b>Are you 18 years of age or older?</b>
<b>Driver's License #:</b>		<b>Work Phone:</b>		
				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you a citizen of the U.S.?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If not, do you have a legal right to work in the U.S.?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Have you previously been employed by the Bullock Creek School District?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, list the date(s) and department(s):</b>				
<b>Have you ever been convicted of a crime?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, explain when, where, and nature of all criminal convictions.</b>				

<b>III. EDUCATION</b>				
<b>School</b>	<b>Address</b>	<b>Course of Study</b>	<b>Degree or Diploma</b>	<b>Did You Graduate?</b>
High School				
College, University, Trade School				
College, University, Trade School				

**IV. PRIOR WORK HISTORY**  
(List in order, last or present employer first)

<b>1. Company Name:</b>	<b>Dates of Employment</b>
<b>Address:</b>	<b>From      To</b>
<b>City, State, Zip:</b>	
<b>Supervisor:</b>	<b>Phone:</b>
<b>Reason for Leaving:</b>	
<b>Describe in detail the type of work you did:</b>	
<b>2. Company Name:</b>	<b>Dates of Employment</b>
<b>Address:</b>	<b>From      To</b>
<b>City, State, Zip:</b>	
<b>Supervisor:</b>	<b>Phone:</b>
<b>Reason for Leaving:</b>	
<b>Describe in detail the type of work you did:</b>	
<b>3. Company Name:</b>	<b>Dates of Employment</b>
<b>Address:</b>	<b>From      To</b>
<b>City, State, Zip:</b>	
<b>Supervisor:</b>	<b>Phone:</b>
<b>Reason for Leaving:</b>	
<b>Describe in detail the work you did:</b>	

**Please list below any additional experience and/or training which enhances your qualifications for the position for which you are applying.**