

APPLICATION FOR EMPLOYMENT
KINGSTON COMMUNITY SCHOOLS
5790 State Street, Kingston, MI 48741

AN EQUAL OPPORTUNITY EMPLOYER
Application will be retained for one school year.

Date: _____

GENERAL INFORMATION (Please print)

Position Applying For: _____ Part Time ____ Full Time ____
Driver's License Number: _____ School Year ____ Full Year ____ Summer ____

Social Security Number: _____

Name: _____

(Last)

(First)

(Middle I.)

Mailing Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Are you 18 years or older? ____ Yes ____ No Are you a U.S. Citizen? ____ Yes ____ No

Is any additional information relative to a different name necessary to check work record? ____ Yes ____ No

If yes, give the name: _____

EDUCATIONAL HISTORY

High School: _____ City: _____ State: _____

Did you graduate? ____ If no, number of years completed? _____

College or Vocational School	Dates Attended	Hours or Degree	Date Graduated

MILITARY EXPERIENCE

What is your military experience in the Armed Forces of the United States or in a State Militia?

Branch: _____ Induction Date: _____ Separation Date: _____

EMPLOYMENT RECORD

Dates	Name of Employer	Address	Type of Work	Reason for Leaving

ADDITIONAL PERSONAL DATA

Hours you are available for employment: _____ Date you are available for employment: _____

How much notice do you need to give your present employer? _____

Can you perform the following job functions if applying for these positions?

<u>Custodial/Maintenance</u>	YES	NO	<u>Food Service</u>	YES	NO	<u>Bus Driver</u>	YES	NO
Able to lift up to 100#	___	___	Able to lift up to 50#	___	___	Able to lift up to 50#	___	___
Basic plumbing	___	___	Operate kitchen appliances	___	___	Operate manual transmission	___	___
Simple electrical repair	___	___	Obtain state certificate	___	___	Obtain CDL license	___	___
Basic furnace repair	___	___						
Small engine repair	___	___						

If applying for a bus driver position, you must pass a physical examination, vision test and obtain a CDL license with air brakes and passenger endorsement.

References: List four persons who know you personally and vocationally and who would be aware of your potential for a position in the Kingston Community Schools. Do not list relatives.

Name	Position	Address	City/State/Zip	Phone Number

A false answer to any of the questions above or on the previous page is sufficient reason for dismissal.

The Kingston Board of Education, as an Equal Opportunity Employer, complies with federal and state laws prohibiting discrimination, including Title VI and Title VII (with amendments) or the 1964 Civil Rights Act, Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. It is the policy of the School Board that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or Vietnam War veteran status shall be discriminated against in employment, educational programs and activities, or admissions. Inquiries or complaints should be addressed to Matthew Drake, Superintendent, Kingston Community Schools, 5790 State Street, Kingston, Michigan 48741, (989) 683-2294.

I authorized the Kingston Board of Education to secure from my former employer, and I also authorize my former or present employer to release information regarding my employment history. I authorize the Kingston Board of Education to secure from the Police Department, and I also authorize the Police Department to release any information regarding any conviction record I may have.

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

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

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

1. The Board of Education of the school district or governing body of the nonpublic school (the ASchool@) must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police;
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 Department of State Police is not the same as my representations above respecting either the absence of any convictions or any crimes of which I have been convicted, my employment contract is violable at the option of the School.

Signature of Applicant

Date

7/01