



EIGHT MILE PUBLIC SCHOOL DISTRICT 6

Nurturing Values that Empower Students to Succeed

Non-Certified Employment Application

Each time you apply for a position you must send a new letter of application. Applications will be maintained for 12 months only.

Position for which you are applying: _____

Date of Application: _____

Have you ever been employed with us before? Yes _____ No _____

If yes, give dates and position: _____

Name: (first, middle, last) _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Veteran Status (Check where applicable) Information in this section is voluntary and will be used solely for determining a job applicant's veteran's preference points. If you are a veteran and wish to claim a veteran's preference; you must attach a legible copy of your DD214.

- Veteran
 - Disabled Veteran
 - Surviving Spouse of a Veteran
 - Spouse of a disabled Veteran who, because of his/her disability, is unable to qualify for the position
 - None of the above
-

Are you a US citizen? Yes _____ No _____ If no, do you have a work permit? Yes _____ No _____

1. Education

| ATTENDED | NAME AND LOCATION | # OF YEARS COMPLETED | DEGREES | MAJORS | MINORS |
|-------------|-------------------|----------------------|---------|--------|--------|
| HIGH SCHOOL | | | | | |
| COLLEGE | | | | | |
| OTHER | | | | | |

2. Employment

Please give accurate full-time and part-time employment record. Start with most recent employer.

| EMPLOYER 1 | # OF YEARS EMPLOYED | TYPE OF EXPERIENCE |
|------------------------|--------------------------------------|--------------------|
| NAME: | Full Time: _____ Part Time: _____ | |
| ADDRESS: | | |
| SUPERVISOR NAME/PHONE: | | |
| REASON FOR LEAVING: | | |

| EMPLOYER 2 | # OF YEARS EMPLOYED | TYPE OF EXPERIENCE |
|------------------------|--------------------------------------|--------------------|
| NAME: | Full Time: _____ Part Time: _____ | |
| ADDRESS: | | |
| SUPERVISOR NAME/PHONE: | | |
| REASON FOR LEAVING: | | |

| EMPLOYER | # OF YEARS EMPLOYED | TYPE OF EXPERIENCE |
|------------------------|--------------------------------------|--------------------|
| NAME: | Full Time: _____ Part Time: _____ | |
| ADDRESS: | | |
| SUPERVISOR NAME/PHONE: | | |
| REASON FOR LEAVING: | | |

3. Personal References

| NAME AND OCCUPATION | ADDRESS | PHONE NUMBER |
|---------------------|---------|--------------|
|---------------------|---------|--------------|

1. _____
2. _____
3. _____

THE FOLLOWING ARE QUESTIONS THAT PERTAIN TO SPECIFIC AREAS OF EMPLOYMENT.
PLEASE COMPLETE ONLY THE SECTIONS THAT APPLY TO YOUR APPLICATION; THEN
CONTINUE WITH SECTION #10.

4. Food Service

Do you have any experience cooking for large groups? Yes _____ No _____

If yes, please describe: _____

5. Administrative Assistant

Years of Experience

Remarks:

- | | |
|--|---|
| <p>_____ General Secretarial</p> <p>_____ Receptionist</p> <p>_____ Bookkeeping</p> <p>_____ Word Processing/Spreadsheet</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|---|

6. Paraprofessional

| Type of Experience | Location | Dates |
|--------------------|----------|-------|
| | | |
| | | |
| | | |

Have you had any experience working with handicapped children or children with special needs? If yes, please explain:

Do you have any computer knowledge and/or experience? If yes, please explain:

Do you have any typing skills? Yes _____ No _____

Do you have current First Aid Certificate? Yes _____ No _____ CPR? Yes _____ No _____

7. Cleaner

Please check if you have had experience in any of the following areas in a setting other than your home:

___ Sweep ___ Vacuum ___ Dust/Polish ___ Wet-Wash ___ Mop

___ Collect/Store/Dispose ___ Ensure Building Security

___ Other: _____

8. Maintenance

Do you have low-pressure boilers license? Yes _____ No _____

If yes, what level of boiler's license do you have? _____

Please check if you have had any experience in the following:

Floor Maintenance Equipment

___ Scrubbers ___ Buffers ___ Wet/Dry Vacuum

Ground Care

___ Heavy Equipment ___ Front End Loaders ___ Dump Truck ___ Riding Lawnmower ___ Fertilizer

___ Push Mower ___ Tractor ___ Snow Blower ___ Tree Shrubbery/Trimming

Carpentry

___ Table Saws ___ Electrical Saws ___ Electric Miter Saws ___ Other

Electric Experience

Have you ever: ___ Done your own wiring ___ Replaced fuse-stat ___ Replaced fuse

___ Wired an outlet ___ Other

Are you familiar with ___ Steam and its application ___ Electrical heat and its application

___ Water heat and its application ___ Other related experience

9. Bus Driver

Have you ever been denied a license, permit or privilege to drive a motor vehicle? __Yes __No

Has any license, permit or privilege ever been suspended or revoked? __Yes __No

If you answered yes to either question, please attach a statement giving details.

Driver's License

| State | License Number | Type | Expiration Date |
|-------|----------------|------|-----------------|
|-------|----------------|------|-----------------|

Accident Record (past three years) – Start with most recent first

| Date of accident | Nature of accident | No. of Injuries | No. of Fatalities |
|------------------|--------------------|-----------------|-------------------|
|------------------|--------------------|-----------------|-------------------|

Traffic Convictions (past three years) – other than parking violations

| Location | Date | Charge | Penalty |
|----------|------|--------|---------|
|----------|------|--------|---------|

10. PLEASE ANSWER IN TERMS OF WHAT IS RIGHT FOR YOU

1) How do you prepare for the day's work?

2) What can you supervisor do to help you do a better job?

3) Please describe an excellent employee.

4) Why do you want to work for Eight Mile School District?

Statement and Signature

The statement made and information given in this application are, to the best of my knowledge, true, accurate and complete. I understand they are subject to verification by the Eight Mile School District and hereby give permission for such verification. I further understand that if I have made any false or misleading representation in this application, I will not be hired. If any false or misleading representations are discovered after I have been hired, I understand my employment may be terminated.

Signature of Applicant

Date Submitted

11. Data Privacy Notice

The information requested on this application may be used for the Eight Mile School District in determining suitability for employment for the position that you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the Eight Mile School District being unable to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the Eight Mile School District may be unable to provide the necessary accommodations if you do not provide the requested information. The information on this application will not be released outside the Eight Mile School District without your consent except as necessary for tax purposes or as otherwise requested by state or federal law.

Do you have any special needs that may necessitate accommodations in the application and/or interview process? Yes No

If yes, please describe the type of accommodation requested

12. Prior Employment

Have you ever been discharged or forced to resign from prior employment? ___Yes ___No

Have you ever been convicted of a crime? ___Yes ___No

If so, describe the circumstances

List all other names under which you have been employed or under which your educational records may be found

13. Certification, Acknowledgement and Release

In connection with this application I hereby authorize any and all former employees and references named in this application, or any agent of such a former employer, to release to Eight Mile School District any and all information regarding my job performance and qualifications to perform the position I am presently seeking and any other employment related information in their possession. I hereby release Eight Mile School District and all former employers and references listed herein for any and all liability of whatever nature by reason of requesting or providing such information.

Name _____

Signature _____

Date _____