



# APPLICATION FOR EMPLOYMENT ADMINISTRATIVE/INSTRUCTIONAL/ANCILLARY

Position applying for \_\_\_\_\_ Date \_\_\_\_\_

**PERSONAL INFORMATION**

Telephone \_\_\_\_\_  
Area Code Number

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ Social Security Number \_\_\_\_\_

**CERTIFICATION**

Type of Michigan Teaching Certificate held \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Other Certification and/or Endorsements \_\_\_\_\_

Have you ever been granted tenure? Yes No If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

Have you ever been denied tenure? Yes No If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

Special Skills/Training \_\_\_\_\_

**EDUCATIONAL HISTORY** – List High School, Colleges, and Universities attended. Begin with the *most recent*.

Name of School	Location	Years Attended	Major	Degree

Are you presently working toward a higher degree? Yes No

If yes, what is your expected degree and completion date?

Degree \_\_\_\_\_ Completion Date \_\_\_\_\_

**PROFESSIONAL EMPLOYMENT HISTORY** – Begin with the *most recent* employer.

Employer Name and Address	Job Title	Dates Employed	Supervisor	Describe Work Performed	Reason for Leaving

Have you ever been employed by the MISD?  Yes  No  
 If yes, when and in what capacity? \_\_\_\_\_

Are you presently employed?  Yes  No  
 If no, why did you leave your last position? \_\_\_\_\_

Have you ever been dismissed, asked to resign, or refused re-employment?  Yes  No  
 If yes, please explain: \_\_\_\_\_

**REFERENCES** – List the names of persons under whose supervision you have worked and who have knowledge of your character, personality, and ability. Do not include relatives.

Name	Title	Employer	Address	Telephone

## OTHER INFORMATION

Have you ever been convicted of a felony? Yes No If yes, list when, where and nature of offense.

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Are felony charges pending against you? Yes No If yes, list when, where and nature of offense.

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Have you ever been convicted of a misdemeanor related to sexual conduct, assault, abuse, pornography, or indecent exposure involving a child? Yes No If yes, list where and nature of offense

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Are you legally eligible for employment in the United States? Yes No If no, please explain.

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## APPLICANT'S STATEMENT

Please write below as much as you wish about your background, experience, philosophy, and avocational interests.

Why do you wish to be an employee of the Macomb Intermediate School District?

**PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING**

I have read and fully understand the foregoing and certify that all statements contained in this application are true, correct, and complete.

I understand and agree that any misrepresentations by me on this application or resume will be sufficient cause for cancellation of this application, or separation from the employer's service, if I have been employed.

I hereby voluntarily consent to allow the Macomb Intermediate School District, or any of its designees, to check references by contacting any person(s) whom they deem appropriate. The Macomb Intermediate School District may ask any question they consider relevant to the hiring decision.

During the processing of my application, a routine inquiry may be made which will provide information concerning work experience, educational background, character, and any other information considered to be relevant to the hiring decision.

I hereby release from liability the Macomb Intermediate School District and its representatives for seeking such information and all other persons, corporations, educational institutions, and/or previous employers for furnishing such information.

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

**EQUAL OPPORTUNITY**

The Macomb Intermediate School District is an equal opportunity employer and is in compliance with all state and federal non-discrimination laws and regulations including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Applicants seeking employment may request reasonable accommodation under the ADA and may be subject to post-offer physical examination and background check with the Michigan State Police Department.