APPLICATION FOR EMPLOYMENT

Clare-Gladwin Regional Education Service District
4041 E. Mannsiding Rd.
Clare, MI 48617

(989) 386.3851

Print Form

I. Position(s) Desired: _____

II. Personal Information

Name: _____ _____ _____

Last Name | First Name | Middle

Address: _____ _____ _____ _____

Street | City | State | Zip

Home Phone: _____ **Work Phone:** _____ Are you 18 years or older? [ ]

Are you a citizen of the U.S.? [ ] If not, do you have a legal right to work in the U.S.? [ ]

Have you previously been employed by the Clare-Gladwin Regional Education Service District? [ ]

If yes, list the date(s) and department(s):

_____

Have you ever been convicted of a crime? [ ]

If yes, explain when, where, and nature of all criminal convictions.

_____

Are there any felony charges pending against you now? [ ]

If yes, explain:

_____

III. Education

School	Address	Course of Study	Degree or Diploma	Did you graduate?
High School				
College, University, Trade School				
College, University, Trade School				

IV. Prior Work History
(List in order, last or present employer first)

1.

Company Name:	Date of Employment	
Address:	From	To
City, State, Zip:		
Supervisor:	Phone	
Reason for Leaving:		
Describe in detail the type of work you did:		

2.

Company Name:	Date of Employment	
Address:	From	To
City, State, Zip:		
Supervisor:	Phone	
Reason for Leaving:		
Describe in detail the type of work you did:		

3.

Company Name:	Date of Employment	
Address:	From	To
City, State, Zip:		
Supervisor:	Phone	
Reason for Leaving:		
Describe in detail the type of work you did:		

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

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 Clare-Gladwin Regional Education Service Distrct 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 Clare-Gladwin Regional Education Service District with documentation showing your right to work. The Clare-Gladwin Regional Education Service 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.

All applications will remain on file for one year from date of signature.

NOTICE OF HANDICAPPER RIGHTS

The Clare-Gladwin Regional Education Service 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 Clare-Gladwin Regional Education Service 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 that 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 Clare-Gladwin Regional Education Service 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 Clare-Gladwin Regional Education Service District.

The Clare-Gladwin Regional Education Service District is an Equal Opportunity Employer. In accordance with Federal and State Legislation, the Clare-Gladwin Regional Education Service District recruits, hires and promotes individuals without regard to race, age, color, creed, religion, national origin, marital status, height, weight, non-job related handicap.

Signature of Applicant: _____ **Date:** _____