



Employment Application

revised 04/27/18

PLEASE COMPLETE THIS FORM ACCURATELY, LEGIBLY AND COMPLETELY

Position(s) desired: _____

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____
Number and Street City State, Zip

Contact _____
Phone Number Email Address

EMPLOYMENT ELIGIBILITY

Are you 18 years or older? Yes No

Are you a citizen of the U.S.? Yes No

If you answered 'No' to the previous question, do you have the legal right to work in the U.S.? Yes No

Have you previously been employed by the Clare-Gladwin Regional Education Service District? Yes No

If you answered 'Yes' to the previous question, please list the date(s) and department(s).

Date Department

Date Department

Have you ever been convicted of a crime? Yes No

If you answered 'Yes' to the previous question, please explain when, where and the nature of all criminal convictions.

Are there any felony charges pending against you currently? Yes No

If you answered 'Yes' to the previous question, please explain.

REFERENCES Please list three professional references; do not include relatives

Name	Title	Organization	Phone	Email

EDUCATION - HIGH SCHOOL

School _____ Course of Study _____

Address _____
Number and Street City State, Zip

Degree or Diploma _____ Did you graduate? Yes No

EDUCATION - COLLEGE, UNIVERSITY, TRADE SCHOOL

School _____ Course of Study _____

Address _____
Number and Street City State, Zip

Degree or Diploma _____ Did you graduate? Yes No

School _____ Course of Study _____

Address _____
Number and Street City State, Zip

Degree or Diploma _____ Did you graduate? Yes No

WORK HISTORY List in order, last or present employer first

Company _____ Job Title _____

Address _____
Number and Street City State, Zip

Dates of Employment _____ to _____
Start and End Dates

Supervisor _____ Phone _____

Reason for Leaving _____

Describe in detail
the type of work
you did _____

Company _____ Job Title _____

Address _____
Number and Street City State, Zip

Dates of Employment _____ to _____
Start and End Dates

Supervisor _____ Phone _____

Reason for Leaving _____

Describe in detail
the type of work
you did _____

WORK HISTORY (continued)

Company _____ Job Title _____

Address _____
Number and Street City State, Zip

Dates of Employment _____ to _____
Start and End Dates

Supervisor _____ Phone _____

Reason for Leaving _____

Describe in detail
the type of work
you did

ADDITIONAL INFORMATION

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

NOTICES & AGREEMENTS

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 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 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 Human Resources 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 DISABILITY RIGHTS

The Clare-Gladwin Regional Education Service District actively encourages applications by qualified individuals with disabilities, and does not discriminate in its consideration of such applicants. If you believe that any accommodation of a disability 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 & 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.

Clare-Gladwin Regional Education Service District is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, age, color, creed, religion, national origin, marital status, height, weight, disability status, sex, sexual orientation, gender identity or expression, genetics, protected veteran status, or any other characteristic protected by Federal, State or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

By signing and dating below to submit my application for employment with CGRESA, I am agreeing to the conditions outlined above.

Signature

Date