



GRASS LAKE COMMUNITY SCHOOLS

Individual excellence inspired by tradition and innovation

(517) 867-5540

899 S. Union St., Grass Lake, MI 49240

www.grasslakeschools.com

Fax (517) 522-8195

APPLICATION FOR EMPLOYMENT—SUPPORT STAFF

This form must be filled out completely. All information will be treated in a confidential manner. Your application will be moved to the inactive file after one year unless renewed by your letter or personal call.

PLEASE PRINT AND COMPLETE AS THOROUGHLY AS POSSIBLE

Last Name	First Name	Middle Name
Street Address	City	State and Zip Code
E-mail Address	Home Phone	Cell Phone
Position(s) Desired <i>(Check all of interest)</i>	<input type="checkbox"/> Paraprofessional Aide <input type="checkbox"/> Maintenance / Custodian <input type="checkbox"/> Transportation	<input type="checkbox"/> Clerical <input type="checkbox"/> Food Service <input type="checkbox"/> Other _____
Are you interested in substituting? <i>(Check all of interest)</i>	<input type="checkbox"/> Paraprofessional Aide <input type="checkbox"/> Maintenance / Custodian <input type="checkbox"/> Transportation	<input type="checkbox"/> Clerical <input type="checkbox"/> Food Service <input type="checkbox"/> Other _____
Check all buildings you are interested in.	<input type="checkbox"/> Grass Lake High School <input type="checkbox"/> Grass Lake Middle School	<input type="checkbox"/> George Long Elementary <input type="checkbox"/> Any

EDUCATION

Name and Location	Years Completed	Diploma/Degree And Year	Course of Study
High School			
College or University			
College or University			
Other Training			

Professional Certificates or Licenses (Please list):

EMPLOYMENT

Employer	Dates Employed	Responsibilities
Type of Business	From:	
Address	To:	
Job Title		
Supervisor		
Reason for Leaving		

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Type of Business	From:	
Address	To:	
Job Title		
Supervisor		
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Type of Business	From:	
Address	To:	
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Supervisor		
Reason for Leaving		

MILITARY EXPERIENCE

From	To	Rank	Branch of Service	Special Training	Type of Discharge
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REFERENCES

Name	Address	Telephone Number

Paraprofessional-Aide Applicants

What experience have you had working with children and children with special needs? Please answer below.

Clerical Applicants

List your office skills and experience in the box below.

Maintenance / Custodial Applicants

List skills and qualifications below. What machinery or equipment can you operate? Have you worked at a trade? If yes, what trade?

Food Service Applicants

List the formal and informal experience and/or training you have had in commercial or institutional food service. Also list any experience in work with children.

Transportation Applicants

Do you have a valid driver's license? Yes No Class and License # _____

Do you presently have violation points? Yes No If yes, how many? _____

Are you able to perform the essential functions of the job for which you are applying, either without accommodation or with accommodation for any physical, mental or medical impairment or condition? Yes No

Have you ever been dismissed from employment or refused re-employment? If yes, please explain.

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 Grass Lake Community Schools 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 their responsibility to provide the Grass Lake Community Schools with documentation showing their right to work. Grass Lake Community Schools 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 Superintendent's Office at the time a conditional offer of employment is made.

NOTICE OF DISABILITY RIGHTS

Michigan law requires that you notify Grass Lake Community Schools in writing within 182 days after you know or should have known that an accommodation for a handicap will be necessary to permit you to perform the duties of the position for which you are applying. Forms are available at the Superintendent's Office.

APPLICANT'S CERTIFICATION AND AGREEMENT

Read the following carefully before signing this application for employment.

1. Certification of Truthfulness

I certify that all statements on this Application for Employment are made 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 Grass Lake Community Schools to conduct an investigation of me, involving but not limited to all statements made by me in this application. I authorize all sources of information (the references I have listed, any prior or current employer of mine of any educational institutions) or anyone else contacted by Grass Lake Community Schools to give it any and all information concerning me and my previous employment or educational accomplishments, including any disciplinary information and any other information they may have, personal or otherwise. I release all sources of information from all liability for any damage that may result from furnishing information to Grass Lake Community Schools. Also, I hereby waive written notice to me that employment information is being provided by any person or organization. A photo copy of this Authorization, Release and Waiver shall be considered as effective and valid as the original.

3. Physical Examination and Testing

I agree to submit myself, upon request, for physical examination by the District's physician and to execute appropriate releases for that purpose. In addition, I agree to submit to a pre-employment substances screening test and to all searches and substance testing called for by the District's Substance Abuse Policy. I also agree to participate in any aptitude or other testing the District believes will assist in hiring or placement decisions.

4. Criminal Records Check

I agree to execute an authorization for this employer to secure criminal history record information (CHRI) and a record of referrals to first offender programs from the appropriate law enforcement agency, should the Board determine it is necessary to do so.

Applicant's Signature _____ Date _____

Return all application materials to: **Grass Lake Community Schools, 899 South Union Street, Grass Lake, MI 49240**

Grass Lake Community Schools is an equal employment opportunity employer. In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.