

TUSCOLA INTERMEDIATE SCHOOL DISTRICT

1385 Cleaver Road
Caro, Michigan 48723

<u>Office Use</u>
Date Rec. _____
Position _____
Intv. Date _____
Interviewer: _____

EMPLOYMENT APPLICATION FOR TEACHING STAFF

POSITION FOR WHICH YOU ARE APPLYING: _____

Full Name _____ Today's Date _____

Address _____ Home Telephone _____

_____ Bs. Telephone _____

Social Security # _____ Are you 18 years or older? _____

Are you lawfully authorized to work in the U.S.? _____ If not, please attach explanation.

Is there any additional information relative to a different name necessary to check your work or educational records? If yes, please explain

Earliest date available for employment _____ Are there any felony charges pending against you? _____

Name, address, and telephone number of a person we can contact in case of an emergency.

Please include any comments you feel would be helpful in the consideration of your application (may make attachments):

ADVISORY: In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged teaching certificate, school administrator certificate, or other State Board of Education approval, or a certificate of another person for the purpose of obtaining employment.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, and familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment.

TYPE OF MICHIGAN TEACHING CERTIFICATE: Elementary Secondary // Provisional/Professional Ed. Continuing

Endorsements: _____

Date Issued: _____ Expiration Date: _____ Granted By: _____

TYPE OF MICHIGAN VOCATIONAL CERTIFICATE: Temporary Full

Area of certification: _____

Date Issued: _____ Expiration Date: _____ Granted By: _____

OUT-OF-STATE CERTIFICATION: Type _____ State _____

Date Issued: _____ Expiration Date: _____ Granted By: _____

UNDERGRADUATE EDUCATIONAL AND PROFESSIONAL TRAINING

Name and Location of Institution (Including High School)	Inclusive Dates	Major	Semester Hours	Minor	Degree

GRADUATE EDUCATIONAL PREPARATION

Name and Location of Institution	Area of Concentration	No. Of Hrs. Completed	Date of Graduation (or expected date)

Total Number of Hours Beyond Certification _____

STUDENT TEACHING EXPERIENCE

Institution	School & Location	Level	Dates

Credentials and Transcripts on file at:

University _____

University _____

Address _____

Address _____

TEACHING EXPERIENCE

Name of School, School District & Location	Dates	Grade and/or Subject	Extra-curricular Sponsorship & Other School-Related Activities

Total Number of Years _____

NONTEACHING EXPERIENCE
(Industrial, Commercial, Social Service, Etc.)

Organization	Location	Position	Dates

MILITARY SERVICE

Branch	Type of Duty	Rank	Dates

Professional Memberships _____

PROFESSIONAL REFERENCES
(at least three)

Name	Address	Title	Phone
1.			
2.			
3.			
4.			

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 Tuscola Intermediate School 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 their responsibility to provide the Tuscola Intermediate School District with documentation showing their right to work. The Tuscola Intermediate School 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 at the time a conditional offer of employment is made.

Notice of Handicapper Rights

Michigan law requires that you notify the Tuscola Intermediate School District 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.

Notice of Medical Examination

Any job you are offered by the Tuscola Intermediate School District will be conditional on the results of a medical examination if one is requested. The medical exam will be completed before you begin work on your job.

Notice Mandated by Federal Regulations Concerning Drug Prevention

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all staff members. Any employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials. The District is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which they receive help through programs and services available in the community.

APPLICANT'S CERTIFICATION AND AGREEMENT

1. **Certification of Truthfulness:** I certify that all statements on this employment application 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 the Tuscola Intermediate School District to conduct an investigation of me, including 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, or any educational institution) or anyone else contacted by the Tuscola Intermediate School District 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 the Tuscola Intermediate School District. Also, I hereby waive written notice to me that employment information is being provided by any person or organization. A photostatic copy of this Authorization, Release and Waiver shall be considered as effective and valid as the original.
3. **Criminal Records Check:** I agree to execute an authorization for this employer to secure criminal conviction history and a record of referrals to first offender programs from the appropriate law enforcement agency should the Board determine it necessary to do so.
4. **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. I also agree to a pre-employment substance screening test if requested by the District.

Applicant's Signature _____

Date _____

Please return your completed application, transcripts, and credentials to the Tuscola Intermediate School District, 1385 Cleaver Road, Caro, MI 48723.

Section 1230b Authorization and Release of Information—Unprofessional Conduct Information for Full-Time/Part-Time/Substitute Employees

Unprofessional conduct checks are required for all new employees (full-time, part-time, and substitute) hired by a school district under the Revised School Code. Any person applying for a job with a local or intermediate school district or public school academy must sign a statement authorizing their current or former employer to disclose any unprofessional conduct by the applicant. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct.

The hiring school district cannot hire an individual who does not sign this agreement. Before hiring the applicant, the district must request the applicant's current employer or, if the applicant is not employed, former employer, to provide copies of all documents in the applicant's personnel record that relate to any unprofessional conduct on the part of the applicant. Information received by the hiring district may be used only to evaluate the applicant's qualifications for the position, which they have applied.

I, _____, the undersigned applicant, authorize my current and former employer(s) to disclose to the TUSCOLA INTERMEDIATE SCHOOL DISTRICT copies of all documents which relate to unprofessional conduct in my personnel records maintained by my current or former employer(s). I understand that this authorization and release applies to any act of "unprofessional conduct" as defined in Section 1230b of the Revised School Code, meaning one or more acts of misconduct; one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor.

In addition, I release my current or former employer(s) and their employees acting on their behalf from liability for providing the information described in this authorization to the TUSCOLA INTERMEDIATE SCHOOL DISTRICT for the purpose of employment.

Finally, I waive the right to receive written notices (specified by Section 6 of the Bullard-Plawecki Employee Right to Know Act) from my current and former employer(s) for the disclosure of the information described in this authorization to the TUSCOLA INTERMEDIATE SCHOOL DISTRICT.

Applicant's Name – please print

Social Security Number

Applicant's Signature

Date

Name of Current

Employer: _____ Telephone: _____

Complete Address: _____

Name of Former

Employer: _____ Telephone: _____

Complete Address: _____

Name of Former

Employer: _____ Telephone: _____

Complete Address: _____

TO BE COMPLETED BY CURRENT OR FORMER EMPLOYER:

An employer responding to a request for information should note that Michigan law requires an employer to review a personnel record before releasing information to a third party and, except in the case of legal actions and arbitration, delete records of disciplinary actions that are more than four years old (MCL 423.507). Please return this sheet and any/all documents within 20 working days to the Tuscola Intermediate School District, Employment Services Secretary, 1385 Cleaver Road, Caro, MI 48723.

Current/Former Employer Name: _____

Name of Person Providing Information: _____ Position: _____

Are there documents in the applicant's personnel record that relate to any unprofessional conduct? _____ YES _____ NO

If yes, date(s) of incident: _____