

# APPLICATION FOR EMPLOYMENT

ST. JOSEPH PUBLIC SCHOOLS  
 3275 LINCOLN AVENUE  
 ST. JOSEPH MI 49085

## Personal

Last Name	First	Middle	Date
Street Address			Home Phone (     ) -
City, State, Zip			Business Phone (     ) -
Have you ever applied for employment with us? [ ] Yes [ ] No If Yes: Month and Year _____ Location _____			Social Security Number
Position Desired			Expected Pay
Apart from absence for religious observance, are you available for full-time work? [ ] Yes [ ] No If not, what hours can you work? _____			Will you work overtime if asked? [ ] Yes [ ] No
Are you legally eligible for employment in the United States?			When will you be available to begin work?
Other special training or skills (languages, machine operation, etc).			
How did you learn of our organization?			

## Education

SCHOOL	NAME & LOCATION	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
COLLEGE					
HIGH SCHOOL					
ELEMENTARY					
OTHER					

## Military

COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES	Branch of Service
Describe your duties and any special training	Period of Active Duty (Month & Year) From _____ To _____
	Rank at Discharge
	Date of Final Discharge

## **Employment**

Company Name	Telephone ( ) --
Address	Employed (Month/Year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe your work	Reason for Leaving

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We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT \_\_\_\_\_

REASON \_\_\_\_\_

How long at present address? \_\_\_\_\_ years

What was your previous address:  
\_\_\_\_\_

How long at previous address? \_\_\_\_\_ years

Are you over 18 years of age?  Yes  No  
If not, employment is subject to verification of minimum legal age.

Have you ever been bonded?  Yes  No If Yes, with what employers? \_\_\_\_\_

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by the court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe below in full.

Have you received Workmen's Compensation or Disability Income payments? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe.
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Have you physical defects that preclude you from performing certain jobs?  Yes  No If yes, describe limitation.

***If applying for Custodian, Maintenance or Bus Mechanic Position, please answer the following:***

What machinery or equipment can you operate?

Have you worked at a trade?  Yes  No What?

Where and how long?

What skills can you perform?

***If applying for Secretarial/Clerical Position, please answer the following:***

Do you type?  Yes  No words per minute \_\_\_\_\_ Do you take dictation?  Yes  No wpm \_\_\_\_\_

What office machines, equipment and software programs are you knowledgeable in?

\_\_\_\_\_ calculator \_\_\_\_\_ photocopiers \_\_\_\_\_ computer \_\_\_\_\_ Microsoft Word \_\_\_\_\_ Microsoft Excel  
\_\_\_\_\_ Transcriber \_\_\_\_\_ FAX machine

Accounting (Bookkeeping) experience:

***Signature***

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage in an investigative consumer reporting agency to report on my credit and personal history I authorize you do to so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**ST. JOSEPH PUBLIC SCHOOL DISTRICT  
NONDISCRIMINATION STATEMENT**

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 Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the St. Joseph Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. For information, contact:

The Compliance Officer in Charge of Special Programs  
Director of K-5 Curriculum and Programs  
3275 Lincoln Avenue  
St. Joseph, MI 49085  
Telephone: 269.926.3100