

Athens Area Schools

304 E. South Street, Athens, MD 49011
(269) 729-5427

Mr. Richard P. Franklin, Superintendent

Application for Employment Faculty and Staff

The Athens Area School District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, height, weight, national origin, pregnancy, marital status or disability.

This form must be filled out completely. Application is void after one year unless renewed by letter or personal phone call to the Central Office.

NAME: _____ Date: _____

Is any additional information relative to a different name necessary to check a work or educational record? If yes, please explain. _____

Present address: _____ Tel. No.: _____

City: _____ State: _____ Zip Code: _____

Position desired: _____ Full time Part time

Please list certification, licensure or approvals issued by a regulatory agency that you possess: _____

Are you certified or licensed in any skill or profession? Yes No

If yes, which skill(s) or profession(s): _____

Has your present or any previous certificate, approval or license held by you been suspended or revoked? If so, please explain in detail. _____

Are you currently a party to any proceeding regarding the revocation, limitation or suspension of a certificate, approval or license held by you? If so, please explain in detail. _____

Have you ever requested that your present or any previous certificate, license or approval be nullified, limited or revoked? If so, please explain the date of that request, the reason(s) for the request, and the agency to which the request was made. _____

Are you presently employed? Yes No

Present or last salary: _____

Name and address of present employer: _____

When may present employer be contacted? _____

If teacher, are you under contract? Yes No

If yes, when does it expire? _____ (expiration date)

When would you be available for a personal interview? _____

EDUCATIONAL AND PROFESSIONAL TRAINING

List High Schools, Colleges & Universities attended	Location	Degrees Received	Areas of Study

TRAINING EXPERIENCE: Do NOT list student teaching. Attach additional sheets if necessary.

Name of Institution	Subjects Taught	Employment Dates From – To	Highest Salary Received	Name of Supervisor	Reason for Leaving

WORK EXPERIENCE OTHER THAN TEACHING:

Name of Company	Address	Nature of Work	Employment Dates From – To	Reason for Leaving
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REFERENCES: Do NOT list reference included in your college credentials.

THREE CHARACTER REFERENCES:

Name	Position	Address	Phone Number
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THREE PROFESSIONAL REFERENCES:

Name	Position	Address	Phone Number
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Please explain what attributes or abilities you possess to qualify you to work for the Athens Area School District. _____

HOBBIES AND SPECIAL INTERESTS

Please list any hobbies or special recreational interest you may have such as collecting, sports, music, dancing, etc.

EXPERIENCE WORKING WITH STUDENTS

List experience you have had working with young people (other than teaching), such as Scout work, summer camps, etc.

ACTIVITIES, ACCOMPLISHMENTS OR OTHER FORMS OR PROFESSIONAL INVOLVEMENT:

List any activities, accomplishments or other forms of professional involvement, which you believe should be considered in assessing your qualifications for the position for which you have made application.

BOOKS, ARTICLES, ETC., THAT YOU HAVE AUTHORED:

List any books, articles or other works which you have authored in connection with your professional activities and which should be considered in assessing your qualification for the position for which you have made application.

Pursuant to 1993 Public Act 68 , I, _____,
Represent that (check one):

- _____ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes (other than a minor traffic violation).

- _____ 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (other than a minor traffic violation). Use separate sheet to explain the nature of the conviction, date and court:
 - a. _____

 - b. _____

 - c. _____

Pursuant to Section 1230*b* of Public Act 189 of 1996, I, _____,
Authorize all current or former employers to disclose any “unprofessional conduct”. Those employers are also required to provide copies of documentation “relating to that unprofessional conduct”. The statute defines “unprofessional conduct” as “misconduct”, “acts of immorality, moral turpitude, or inappropriate behavior involving a minor”, or the “commission of a crime involving a minor”. Section 1230*b* specifically notes that a “criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct”.

I understand and agree that pursuant to 1993 Public Act 68 and Section 1230*b* of Public Act 189 of 1996:

- (1) the Board of Education of Athens Area School District (the school) must request a criminal history check, including finger printing, on me from the Central Records Division of the Michigan Department of State Police and the Federal Bureau of Investigation (F.B.I).
- (2) until that report is received and reviewed by the School, I am regarded as a conditional employee; and
- (3) if the report received from the Department of State Police and the Federal Bureau of Investigation (F.B.I.) is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract may be voided at the option of the School.

I hereby authorize the District to inquire and verify any information contained on this application for employment, and the District shall not be liable for any damages which may result from such inquiry or verification. I understand that making any misleading or untruthful statement on this application may result in dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

Signature (Full Name)

Date

This application should be mailed or delivered to the Athens Area School District, Central Office.

Athens Area School District

PRE-EMPLOYMENT INVESTIGATION APPLICANT ACKNOWLEDGEMENT,
AUTHORIZATION, CONSENT, AND RELEASE

I, the undersigned applicant for employment with Athens Area Schools, do hereby acknowledge, authorize, and consent to a pre-employment investigation to be conducted by agents of the Athens Area Schools for the purpose of confirming and verifying the contents of my application for employment, resume and/or letter of interest submitted by me and/or confirm or verify any verbal representations made or to be made by me with respect to my consideration for employment with Athens Area Schools. Further, I do hereby acknowledge, authorize, and consent to agents of former or current employers, and any other persons and organization deemed necessary by the investigating agents for the purpose of making character, reputation, and/or work record and experience.

Also, I do hereby authorize and consent to agents of Athens Area Schools to contact any child protection agencies or registries, law enforcement authorities, and/or judicial authorities and to make pre-employment inquiries and to obtain any information and/or records related to me to determine if I have committed or have been convicted of any crimes and if there are any felony charges pending, including the nature of the crimes committed and/or the pending felony charges.

I hereby authorize and consent to the release of any information, written or verbal, and/or any documentation regarding any character, reputation, work record and experience, or unprofessional conduct, from any person, including my present and/or former employers, upon the request of the agents of Athens Area Schools conducting the pre-employment investigation.

I do hereby waive written notice of the disclosure of any disciplinary reports, reprimands, and/or actions from my current or former employers.

Also, I do hereby release any person providing information and/or documents concerning my character, reputation, and/or work record and experience to agents of Athens Area Schools pursuant to the pre-employment investigation from any and all claims and/or liability whatsoever for any damages and/or consequences which may result there from.

I hereby acknowledge and understand that if I should be employed by Athens Area Schools, my application for employment and other related information as deemed appropriate for retention will become a permanent part of my personnel file; and that if any representations, omissions, or statements made by me during the pre-employment screening process, which are contained therein, are subsequently discovered to be false or misleading, the discovery thereof may result in my discharge.

In making this application for employment I understand that an investigation maybe made whereby information is obtained through personal interviews or other contacts with my neighbors, friends, or others with who I am or have been associated or acquainted or who have knowledge of the above information regarding me. These inquiries may include, as appropriate, information as to my character, general reputations, personal characteristics, and mode of living. I understand that I have the right to make a written request of the Athens Area Schools, within a reasonable period of time, to receive additional and detailed information about the nature and scope of such investigation.

I do hereby release Athens Area Schools, its individual Board members, employees, and/or agents from any and all claims and/or liability whatsoever from any damages or consequences, which may result from the pre-employment investigation, related to my consideration for employment with Athens Area Schools.

READ CAREFULLY. THIS DOCUMENT CONTAINS A RELEASE.

Dated: _____
(Full Name – PLEASE PRINT)

WITNESSES:

Signature