

Today's Date: _____

CHARLOTTE PUBLIC SCHOOLS
378 STATE STREET
CHARLOTTE, MI 48813

NON-CERTIFIED EMPLOYMENT APPLICATION

Name _____

Present Address _____

No. Street City, State, Zip Code

Telephone Number _____

Type of Position for Which You are Applying: (Check one or more as appropriate)

____ Bus Driver ____ Custodial/Maintenance ____ Food Service

____ Paraprofessional (Teacher's Aide) ____ Secretarial

____ Other: Please specify _____

() Part Time () Full Time () Substitute

U.S. Military Experience:

Branch of Service _____ Length of Service _____

Position or Rank _____ Discharge Date _____

Present Draft or Military Status _____

Have you ever been convicted of or pled guilty to any felonies or misdemeanors or are there any such charges pending against you? ____ Yes ____ No If you answered yes, indicate the type of conviction, date, and court where the conviction occurred. :

Do you have ability to perform the functions of the job for which you have applied?

____ Yes ____ No

If no, would you be able to perform the job with certain accommodations?

____ Yes ____ No Explain: _____

Please explain your technology background including software packages you are proficient in:

Education and Professional Training:

School	Name and Location of School	Course of Study	From: To:	Degree Received
High School				
College				
Graduate School				
Other				

Qualifications:

Paraprofessional Applicant: Have you had experience working with school age children other than your own family? Yes No
If yes, please explain _____

Bus Driver Applicant: Michigan Drivers License Number _____
Has your license ever been revoked? Yes No If yes, explain _____

If you presently have any violation points on your license, how many? _____

Secretarial Applicant: Typing Speed _____ wpm
List office machines you can operate: _____

Custodial/Maintenance Applicant: Check below if you have skills in the following:

- Skilled Maintenance General Maintenance Carpentry
 Painting Employee Supervision General Repair
 Electrical Maintenance Ground Maintenance

All Applicants: Describe any special skills, aptitudes or experiences which you think qualify you for employment.

If hired, do you have reliable means of transportation? Yes No

Work Experience:

Name of Institution	Telephone ()
Address	Employed From: To:
Name of Supervisor	Highest Salary Received
State Job Title and Describe Duties	Reason for Leaving

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State Job Title and Describe Duties	Reason for Leaving

References:

Three References: (Can not be relatives)

Name	Telephone ()
Address	Position
Name	Telephone ()
Address	Position
Name	Telephone ()
Address	Position

If now employed, may we contact your current employer? ___ Yes ___ No

Authorization for Employment Information:

I hereby authorize any prior or current employer of mine to give Charlotte Public School District any and all information concerning my current and previous employment, including any disciplinary information and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing information to the Charlotte Public School District.

The Applicant hereby consents that any former or current employer of the applicant, whether named in this application or not, may release all employment records of the applicant to the District.

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 my dismissal. If accepted for employment I understand that this application will become a permanent part of my personal records.

Applicant's Signature (Full Name)

Date

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition of handicap.
