



OWOSSO PUBLIC SCHOOLS

Ready for the World

P.O. Box 340  
Owosso, Michigan 48867  
Phone: 989.723.8131  
Fax: 989.723.7777

# Application for Employment

Date:

Position you are seeking:

**APPLICATIONS ARE KEPT ON FILE IN THE HUMAN RESOURCES DEPARTMENT FOR ONE YEAR**

Name (Last, First, Middle)			
Address (Street, City, State, Zip)		Email Address	
Home Telephone Number:		Cell Telephone Number:	
<input type="checkbox"/> Permanent Employment	<input type="checkbox"/> Full Time	Salary Expected	Date you can begin
<input type="checkbox"/> Temporary Employment	<input type="checkbox"/> Part Time		
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		Are there felony or misdemeanor charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been asked or required to leave employment for any reason other than voluntary resignation? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain:			
Have you ever entered into a resignation or settlement agreement as part of leaving employment? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain:			

## EDUCATION

Name and Location of Graduating High School	Years Attended	Did you Graduate	Course of Study

Name of College or University	Years Attended	Hours Earned	Degree Earned	Date of Degree	Major	Minor

## CERTIFICATION

Valid Michigan Teacher Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total years in teaching:	Are you presently tenured? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?
Level of certification <input type="checkbox"/> Provisional <input type="checkbox"/> Permanent <input type="checkbox"/> Continuing <input type="checkbox"/> Professional		Special Education Approval: <input type="checkbox"/> Full <input type="checkbox"/> Temporary
Endorsement(s) (list all):		
Administrator Continuing Education Requirement: <input type="checkbox"/> Yes <input type="checkbox"/> No		Years in Administration:
Professional License(s) (list all):		

**EMPLOYMENT RECORD:** List previous employment experiences; begin with your current or most recent former employer. Information must be complete in order to process this application.

Dates	Name and Address of Employer	Position	Salary	Reason for Leaving

**REFERENCES:** Name four persons not related to you who can provide information about your work performance, attendance, character, etc.

Name	Address	Telephone	Years Acquainted

I hereby consent that my current or former employer or employers, whether named in this application or not, may release all of my employment records to the Owosso Public School District. I authorize investigation of all statements contained in and provided with this application.

Criminal Records: I understand that Owosso Public Schools is required by Public Act 138 of 2005 and Public Act 83 of 1995 to conduct a criminal history check. If am offered a position with the District, I will fulfill the requirements for completion of a criminal records check through the records division of the Michigan State Police and the Federal Bureau of Investigation. I further understand that this is a requirement for employment, I am responsible for any applicable fee (currently \$65).

Unprofessional Conduct: I understand that the Owosso Public School District is required by Act 189 of 1996 to contact my current or former employer or employers to inquire about any acts of unprofessional conduct and request all documents related to unprofessional conduct. I understand that if I fail to sign the attached release form or provide accurate past employer name and address information, my application for employment will not be considered.

An offer of employment or continued employment, if I am hired, is conditional subject to the investigation and review of all information I provide during this employment process, the report from the criminal records check and the response to the unprofessional conduct check. I understand that misrepresentation or omission of facts called for is cause for dismissal. If hired, I agree that I will work the shifts and schedules assigned to the position by the Owosso Public School District. I also understand and acknowledge that if hired, my employment and compensation will be at the will of the Owosso Public School District and can be terminated with or without cause, and with or without notice, at any time at the option of Owosso Public Schools or myself, unless otherwise stated by contract.

The Owosso Public School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. The following compliance officers have been designated to handle inquiries regarding the nondiscrimination policies and grievance procedures: Mark Erickson, Asst. Principal, Owosso High School, 765 E. North St., Owosso, MI 48867, (989) 723-8231 or Beverly White, Human Resources Director, 645 Alger St., Owosso, MI 48867 (989) 723-8131.

Signature of Applicant:	Date
Interviewed by:	Date