

ALGONAC COMMUNITY SCHOOLS

1216 St. Clair Blvd.

Algonac, MI 48001

(810) 794-9364

Employment Application: **Certified** Staff

Date \_\_\_\_\_

- Administrative Position:
- Permanent Teaching Position
- Substitute Teaching Position
- Other (Please specify by title)

Certified In:	
Level	Subject
_____	_____
_____	_____

Position \_\_\_\_\_

**Please Print:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_ Street Address City State Zip Code

Home Telephone (\_\_\_\_\_) \_\_\_\_\_ Business/Other (\_\_\_\_\_) \_\_\_\_\_

Have you ever applied for employment with us? Yes\_\_\_ No\_\_\_ If yes, what month and year? \_\_\_\_\_

**Personal Data:**

Are you 18 years of age or older? Yes\_\_\_ No\_\_\_ Are you a citizen of the U.S.? Yes\_\_\_ No\_\_\_

Birthplace \_\_\_\_\_

Have you ever served in the Armed Forces of the U.S.? Yes\_\_\_ No\_\_\_

Branch of Service\_\_\_\_\_ Entry Date\_\_\_\_\_ Discharge Date\_\_\_\_\_ Highest Rank \_\_\_\_\_ Type of Discharge\_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic violation? Yes\_\_\_ No\_\_\_

If so, give details \_\_\_\_\_

**Tenure:**

Do you currently hold tenure with any Michigan public school district? Yes\_\_\_ No\_\_\_

What district(s) \_\_\_\_\_ Date granted \_\_\_\_\_

Have you ever been dismissed from a teaching position or been denied tenure? Yes\_\_\_ No\_\_\_

Are you under contract for the ensuing year? Yes\_\_\_ No\_\_\_ If yes, when does it expire? \_\_\_\_\_

May we contact your current employer? Yes\_\_\_ No\_\_\_ Present or last salary \_\_\_\_\_

Date you would be available for employment \_\_\_\_\_

**Certification:**

Type of Teaching Certificate \_\_\_\_\_ Majors \_\_\_\_\_  
 Elem. or Sec./ Perm. or Provisional.

Minors \_\_\_\_\_

State \_\_\_\_\_ Certificate No. \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Endorsements \_\_\_\_\_  
 Special Education, Vocational Education, etc.

If you are a candidate for K-5, can you: Teach art \_\_\_\_\_ Play piano \_\_\_\_\_ Teach music \_\_\_\_\_

EDUCATIONAL OR EMPLOYMENT REFERENCES		
Name & Occupation	Address	Phone Number

PERSONAL REFERENCES (Not former employers or relatives)		
Name & Occupation	Address	Phone Number

Memberships in Honorary, Collegiate, Educational & Community Organizations			
Organization	From (Month, Year)	To (Month/Year)	Active now?

**EDUCATIONAL PREPARATION**

Name of School	City & State	Diploma/Degree	Majors	Minors
High School:				
College/University:				
Other:				

**EMPLOYMENT EXPERIENCE**

Dates (From - to) Most recent first	Employer	Address	Position Grade/Subject	No. of Years	Annual Salary	Reason for Leaving

**COLLEGE EXTRA-CURRICULAR ACTIVITIES**

List any extra-curricular activities you participated in during college.

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**EXPERIENCE WORKING WITH YOUTH**

List experience you have had working with youths of school age, such as summer camp, etc.

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List in order of preference the subjects you are qualified to teach.

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What athletic activities are you qualified and willing to coach?

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List athletic playing experience and/or coaching positions held, including dates.

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What non-athletic activities are you qualified and willing to direct?

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Please read all of the following carefully before signing. Your signature indicates that you expressly agree with all of the following:

"I have made application for employment with the Algonac Community School District. I hereby authorize the Algonac Community School District to make a thorough investigation of my past employment. I also authorize my previous employers to release to the Algonac Community School District any and all information and records which they may have, personal or otherwise, concerning my previous employment. I also release all parties from any liability from any damages which may result from furnishing such information. By way of example, but not by way of limitation, I also authorize the Algonac Community School District to request and my previous employers to disclose any information about my attendance, punctuality, work performance, knowledge of subject matter and ability to relate to others. I understand that making any misleading or untruthful statement on this application may result in my dismissal if I am appointed. If accepted for employment, I understand that this application will become a permanent part of my personnel record. I also understand that employment is subject to an entrance physical examination including drug and alcohol testing, and also a background check with law enforcement agencies."

Signature of applicant \_\_\_\_\_

Date\_\_\_\_\_

**Notice to Applicant**

Before final consideration for employment, applicant must have on file in the personnel office a complete transcript of college credits, placement references and evidence of eligibility for certification.

**Application Retention**

This application will be kept on file for a period of at least one-year from the date of application. Thereafter, it must be renewed if further consideration for a position is desired. Applicants are encouraged to notify the Personnel Office when interested in specific job postings to ensure their application will be pulled from the file for consideration.

**AN EQUAL OPPORTUNITY EMPLOYER**

The Algonac Community School District is an equal opportunity employer and is in compliance with all Federal and State non-discrimination laws and regulations including ADA, Title 1, Title VI, Title IX, and Section 504. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, height, weight, political affiliation or belief, or the presence of a non job-related medical condition or handicap.

Auxiliary aids and services are available upon request to individuals with disabilities.