

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.

EXPERIENCE WORKING WITH YOUTH

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

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

What athletic activities are you qualified and willing to coach?

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

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

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.