

**UNIONVILLE-SEBEWAING AREA SCHOOLS
2203 WILDNER ROAD
SEBEWAING, MICHIGAN
EMPLOYMENT APPLICATION FOR SUPPORT STAFF**

Position(s) Desired Classroom Aide
 Clerical
 Maintenance/Custodial
 Transportation
 Food Service

Date _____

Please Print Clearly

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number _____ Are you 18 years of age or older? Yes ___ No ___

Social Security Number _____ Are you lawfully authorized to work in U.S.? Yes ___ No ___

Who referred you to this job? _____

Have you ever been convicted of a crime? Yes ___ No ___ . If yes, explain _____

Education

Name and Location of Institution (Including High School)	Inclusive Dates	Major Subjects and/or Degrees
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High School Diploma Yes ___ No ___ Equivalent GED ___ Other ___

Work Experience/Military Experience

Name/Address of Company	Nature of Work	Employment Dates	Reason for Leaving
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References: (At least three)

Name	Address	Phone
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Are you able to perform the essential functions of the job for which you are applying either without accommodation or with accommodation for any physical, mental, or medical impairment or condition?
____ Yes ____ No. (Optional)

AIDE APPLICANTS

What experience have you had working with children?

What experiences have you had working with young people who have handicapping conditions?

CLERICAL APPLICANTS

Word Processing WPM ____; Dictaphone: ____ Computers ____:

Applications _____

Other Skills _____

FOOD SERVICE APPLICANTS

Please list the formal and informal experience and/or training you have had in commercial or institutional food service. Include any experience you have in the area of supervision and work with children.

MAINTENANCE/CUSTODIAL/TRANSPORTATION APPLICANTS

What is your area of skill: Plumbing ____; Carpentry ____; Masonry ____; Electrical ____; Heating/Cooling ____
Auto Mechanics ____; Maintenance ____.

What machinery or equipment can you operate? _____

Have you worked at a trade? ____ What? _____

What other qualifications do you possess? _____

Do you have a valid driver's license? ____ Class and License number _____

Do you presently have violation points? ____ If yes, how many? _____

NOTICE TO ALL APPLICANTS

Before any applicant can begin work, the person must be able to verify, under federal law, that he or she is authorized to work in the United States. All applicants offered a position with the Unionville-Sebewaing Area Schools will have to document their authorization to work before the hiring process will be complete.

All applicants are being notified at this time that, if selected for hire, it will be their responsibility to provide the Unionville-Sebewaing Area Schools with documentation showing their right to work. The Unionville-Sebewaing Area Schools is giving you this notice so you may have those documents ready if you should be offered a position. The document will be reviewed at the time a conditional offer of employment is made.

Notice of Handicapper Rights

Michigan law requires that you notify the Unionville-Sebewaing Area Schools in writing within 182 days after you know or should have known that an accommodation for a handicap will be necessary to permit you to perform the duties of the position for which you are applying.

Notice of Medical Examination

Any job you are offered by the Unionville-Sebewaing Area Schools will be conditional on the results of a medical examination if one is requested. The medical exam will be completed before you begin work on your job.

Notice Mandated by Federal Regulations Concerning Drug Prevention

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school approved vehicles, or any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a "Look-a-like" controlled substance. Compliance with this policy is mandatory for all staff members. Any employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials. The District is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which they receive help through programs and services available in the community.

Applicant's Certification and Agreement

1. Certification of Truthfulness: I certify that all statements on this employment application are made truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false, will be sufficient reason for not being employed or if employed, may result in my dismissal.
2. Authorization for Employment Information: I authorize the Unionville-Sebewaing Area Schools to conduct an investigation of me, including, but not limited to all statements made by me in this application. I authorize all sources of information (the references I have listed, any prior or current employer of mine, or any educational institution) or anyone else contacted by the Unionville-Sebewaing Area Schools to give it any and all information concerning me and my previous employment or educational accomplishments, including any disciplinary information and any other information they may have, personal or otherwise. I release all sources of information from all liability for any damage that may result from furnishing information to the Unionville-Sebewaing Area Schools. Also, I hereby waive written notice to me that employment information is being provided by any person or organization. A Photostat copy of this Authorization, Release and Waiver shall be considered as effective and valid as the original.
3. Criminal Records Check: I agree to execute an authorization for this employer to secure criminal conviction history and a record of referrals to first offender programs from the appropriate law enforcement agency should the Board determine it necessary to do so.
4. Physical Examination and Testing: I agree to submit myself, upon request, for physical examination by the District's physician and to execute appropriate releases for that purpose. I also agree to a pre-employment substance screening test if requested by the District.

Applicant's Signature _____ Date _____

The Unionville-Sebewaing Area Schools, in its policies, program, and practice, does not discriminate on the basis of race, color, religion, national origin, or ancestry, age, sex, disability, height, weight, or marital status, nor toward qualified handicapped individuals, in all activities and employment.