

**HANOVER-HORTON SCHOOL DISTRICT**

10000 Moscow Road

Horton, MI 49246

517-563-0100

**APPLICATION FOR EMPLOYMENT – SUPPORT STAFF**

This form must be filled out completely. All information will be treated in a confidential manner.

**PERSONAL HISTORY**

DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email \_\_\_\_\_

Social Security # (Last Four Digits) \_\_\_\_\_ Are you at least 18 years of age? \_\_\_\_\_

Are you lawfully authorized to work in the U.S.? \_\_\_\_\_

Have you worked for Hanover-Horton Schools before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

Have you ever been convicted of a felony or do you have any felony charges pending? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Level of Education completed: \_\_\_\_\_ Name and Location of School: \_\_\_\_\_

Course of Study: \_\_\_\_\_

High School(s) Attended: \_\_\_\_\_

College(s) Attended: \_\_\_\_\_

Other Training: \_\_\_\_\_

**MILITARY EXPERIENCE**

From \_\_\_\_\_ To \_\_\_\_\_ Rank \_\_\_\_\_ Branch of Service \_\_\_\_\_

Special Training \_\_\_\_\_

Type of Discharge \_\_\_\_\_

Write a brief narrative explaining any skills, experiences, or qualities which you feel would qualify you for a position with us. Include any awards, honors, or special recognition received. Include date or most recent school or work related experiences.

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**EMPLOYMENT INFORMATION**

Please give accurate, complete record. List most recent employment first.

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe your work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe your work: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact the employer(s) listed above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact:

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Are you able to perform all of the positions for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_ If the answer is no, please identify the particular job duties that you are not able to perform \_\_\_\_\_

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Have you ever been dismissed from employment or refused re-employment? \_\_\_\_\_ if yes, please explain \_\_\_\_\_

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**REFERENCES – Please do not list relatives**

Name	Address	Phone Number	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**POSITION DESIRED** (please number your top three choices)

\_\_\_\_\_ Paraprofessional Aide K-12

\_\_\_\_\_ Maintenance/Custodial

\_\_\_\_\_ Clerical – full year

\_\_\_\_\_ Transportation

\_\_\_\_\_ Clerical – school year

\_\_\_\_\_ Food Service

\_\_\_\_\_ Child Care

Do you prefer full-time, part-time or substitute employment? \_\_\_\_\_

**PARAPROFESSIONAL – AIDE APPLICANT**

What experience have you had working with children, ages 4 - 12? \_\_\_\_\_

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What experience have you had working with children ages 12 – 18? \_\_\_\_\_

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What experience have you had working with young people who have a handicapping condition? \_\_\_\_\_

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**CLERICAL APPLICANTS ONLY** (Indicate your office skills and years of experience)

Typewriter \_\_\_\_\_ WPM \_\_\_\_\_ Computer \_\_\_\_\_ Model \_\_\_\_\_

Indicate software you are proficient with \_\_\_\_\_

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**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.

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**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 & License Number \_\_\_\_\_

Do you presently have violation points? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

**Notice of Handicapper Rights**

Michigan law requires that you notify the Hanover-Horton School District in writing within 18 days after you know or should have known that accommodation for a handicap will be necessary to permit you to perform the duties of the position for which you are applying.

**CRIMINAL HISTORY CONVICTION STATEMENT**

Pursuant to 1993 Public Act 68, I, \_\_\_\_\_ represent that (check one):

\_\_\_\_\_ I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crime.

\_\_\_\_\_ I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes  
(use separate sheet to explain nature of conviction, date and court):

a. \_\_\_\_\_

b. \_\_\_\_\_

I understand and agree the pursuant to 1993 Public Act 68:

The board of education of the school district or governing body of the school must request a criminal history check on me from the Central Records Division of the Michigan State Police;

- a. The board of education of the school district or governing body of the school must request a criminal history check on me from the Central Records Division of the Michigan State Police.
- b. Until that report is received and reviewed by the school, I am regarded as a conditional employee; and
- c. If the report from the Department of State Police is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the school district.

My driver’s license numbers is \_\_\_\_\_.

My date of birth is: \_\_\_\_\_.

## APPLICANTS CERTIFICATION AND AGREEMENT

Read the following carefully before signing this application for employment

1. Certification of Truthfulness

I certify that all statements on this Application for Employment 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 reasons for not being employed or if employed, may result in my dismissal.

2. Authorization for Investigation, Release and Waiver

I authorize Hanover-Horton School District 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, including the references I have listed above, any prior or current employer of mine, any educational institution, and anyone else contacted by Hanover-Horton School District to give it any and all information concerning me and my previous employment, including any disciplinary information and any other information they may have, personal or otherwise. I release Hanover-Horton School District and all sources of information from all liability for any damage that may result from furnishing information to Hanover-Horton School District. Also, I hereby waive written notice to me that employment information is being provided by any person or organization. A 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 for the appropriate law enforcement agency, should the board determine it is necessary to do so.

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Applicant Signature

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Date

### **Equal Employment Opportunity Statement**

The Hanover-Horton School District Board of Education does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in employment or the provision of services.

### **Return application to:**

Hanover-Horton School District  
10000 Moscow Road  
Horton, MI 49246  
(517) 563-0100