L'Anse Area Schools

Application

APPLICANT INFORMATION:

Name (Last, First, M.I.):	Current Street Address:
Social Security Number:	City: State: Zip:
Telephone Number: Cell Phone Number:	Mailing Address: (If different that street address)
Email Address:	City: State: Zip:
Position Applying For:	Date Available for Employment with this District:
Are you Currently Under Contract? If so, Explain:	Have you previously filed an application with this district? If so, on what date?

Are you a U.S. citizen? Yes_ No___ If not, do you have an entry permit that allows you to lawfully work in the U.S.? Yes_ No____

POSITION(S) DESIRED:

Office Staff:
___Building Secretary
___Part-time Building Secretary
___Business Services
___Administrative Assistant
___Business Services Director
___Financial Assistant

Food Service:
___Part time Cook
___Full time Cook
___Substitute Cook
___Supervisor

Custodial:
___Custodian
___Part time Cleaner
___Substitute Cleaner
___Supervisor

Aide:
___Regular Ed.
___Special Ed.
___Library
___Substitute

__ Other Position:_____

GENERAL INFORMATION *(All applicants must complete this portion)*

Educational Background:

High School Attended: _____
(Name) (Address) (City, State, Zip)

Did you graduate?_____ No. of years attended if not a graduate:_____ Do you have a G.E.D.?_____

Vocational School:_____ Address:_____

Dates attended:_____ Courses taken:_____

Did you receive certification or degrees as a result of such attendance?_____

Identify: _____

College:_____Address:_____

Did you graduate?_____Degree:_____

Major: _____ Minor:_____

Work Experience: (*List most recent first*)

Firm or Agency:_____ Address:_____

Telephone Number:_____ Dates there:_____

Type of Work:_____

Reason for Leaving:_____

Firm or Agency:_____ Address:_____

Telephone Number:_____ Dates there:_____

Type of Work:_____

Reason for Leaving:_____

Firm or Agency:_____ Address:_____

Telephone Number:_____ Dates there:_____

Type of Work:_____

Reason for Leaving:_____

List Three (3) References from Work Experience:

Name	Position	Address	Phone No.

List Three (3) Personal References: *(Who are not related to you)*

Name	Address	Occupation	Phone No.

May we contact your present employer? _____Yes _____No

Have you ever been fired or disciplined?_____ If so, why?_____

Have you ever been convicted of a felony?_____ If so, please explain in a confidential letter. (A criminal record does not constitute an automatic bar to employment, and will be considered only if the circumstances of the conviction relate to the circumstances of the particular job in questions).

List any computer software programs with which you are proficient:

Please indicate why you are interested in a position with the *L'Anse Area Schools*, including information which would show why you would be an asset to the District.

My signature below certifies that all statements made on this application are true and correct to the best of my knowledge. I hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and other sources of information which may be relevant to my application for employment. If employed by this school, I understand that any misrepresentation of factual information contained herein may be cause for dismissal.

Signature:_____ Date:_____

L'Anse Area School District does not discriminate in employment on the basis of age, race, color, sex, sexual orientation, marital status, disability, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law. An opportunity will be available during the selection process for person with disabilities to advise the District of any need for reasonable accommodations.

L'Anse Area Schools

Background Check – Release of Information

Name {First, Middle, Last}	Current Address {Street Address}
Other Names(s) Used: *(ex. Maiden)*	City: State: Zip:
Other Name(s) Used:	Former Address: (1)
Social Security Number:	City: State: Zip:
Driver's License Number: State:	Former Address: (2)
Date of Birth: Place of Birth (City, State, County)	City: State: Zip:
Primary Phone: ( ) Alternate Phone: ( )	Email:

APPLICANT INSTRUCTIONS: Please read this disclosure and consent form carefully before signing. You will be provided with a copy of this form at any time upon request.

Notice Regarding Background Investigation

L'Anse Area Schools District may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a consumer report and/or an Investigative consumer report. which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can Involve personal interviews with resources such as your neighbors, friends, or associates, Including motor vehicle record (or •driving record) checks, workers compensation records, credit bureau files, employment references, personal references, drug screening, any educational and licensing Institution or military branch and to receive any criminal record information pertaining to you which may be In the files of any Federal, State or Local criminal justice agency in Michigan or any other State. These reports may be obtained at any time after receipt of your authorization and, If you are approved, throughout your employment or volunteering. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any Investigative consumer report. All results will be kept CONFIDENTIAL The Information obtained will not be provided to any parties other than to designated L'Anse Area Schools District personnel.

Disclosure and Consent Concerning Consumer Reports for Employment Applications and Volunteer Purposes.

This consent and release has been provided to you for this employer to request a consumer report or investigate consumer reports In connection with your application for employment or volunteering, or during the course of your employment or volunteering, if any.

According to the Fair Credit Reporting Act, if any adverse decision is made with regard to application for employment/volunteering, based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, you are entitled to receive a copy of this report upon written request, and a disclosure of the nature and scope of the investigative report. Your signature below indicates that you have carefully read and understand that a consumer report or investigative consumer report regarding you may be requested and reviewed for employment/volunteer purposes, including any future decisions concerning your employment, promotion or retention as an employee/volunteer. Additionally, your signature below reflects your understanding that such consent will remain indefinitely until you revoke it in writing.

Consent Statement

I have carefully read and understand this disclosure and consent form and by my signature consent to the release of consumer or investigative consumer reports, as defined above in conjunction with my application. I further understand this consent will apply during the course of my employment, should I obtain such employment; or for during the course of my volunteering, and that such consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so. I further understand that any and all information contained in my job application or volunteer application, or otherwise disclosed to this employer by me may be utilized for the purpose of obtaining the consumer report or investigative consumer reports requested by the employer and confirm that all such information is true and correct.

I, the undersigned, do hereby certify that the information provided by me for the purpose of employment or volunteer work is true and complete to the best of my knowledge. I understand that any false statements will be considered as a cause for possible dismissal.

I, authorize Corporate Security Solutions, to disclose orally and in writing the results of this verification process and/or interview to authorized representatives of the L'Anse Area Schools District. I do hereby agree to forever release and discharge the District, or agent. Corporate Security Solutions and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint arising from the retrieving and reporting of information.

Acknowledgement and Authorization

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and summary of my rights under the Fair Credit Reporting Act, and certify that I have read and understand both. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment, or volunteer work. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, Institution, school or university (public or private), Information service, bureau, employer, or Insurance company to furnish any and all background information requested by the consumer reporting agency, another outside organization acting on behalf of Employer, and/or Employer itself.

Applicant Name Typed or Printed: _____

Signature: _____ Date: _____