

**HONEY CREEK COMMUNITY SCHOOL
1735 S. WAGNER RD.
P.O. BOX 1406
ANN ARBOR, MI 48106-1406
(734) 994-2636**

APPLICATION FOR EMPLOYMENT

Date of Application _____ Position Applied For _____

Name _____
Last
First
M.I.

Address _____
Street
City
State
Zip

Telephone _____ E-mail address _____

Social Security Number _____ Are you willing to sub? _____

Please provide names of people who know of your work professionally. Include the names of superintendents, directors, or principals with whom you have worked. Applicants without experience should include the names of the critic teachers under whom practice teaching was done, faculty members, or others professionally informed about you.

Name	Present Address	Phone	Position	Company

May we contact previous employer(s) for reference? Yes ____ No ____

Can you perform the requirements of this position with or without reasonable accommodation? Yes ____ No ____

Are there any felony charges pending against you? Yes ____ No ____

It is the policy and commitment of Honey Creek Community School not to discriminate on the basis of race, sex, age, color, national origin, religion or handicap in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and federal regulations.

PROFESSIONAL PREPARATION

	Name of Institution	Location	Diploma, Degree or Credits	Major	No. Credit Hours	Minor	No. Credit Hours
College or University							
Summer Sessions, Extension, & Workshop							

Do you hold a Michigan Teacher's Certificate? _____ Type _____

If not, give state in which certified. _____ Type _____

Area of certification _____ Date of Issue _____

Name and location of college which has your confidential papers on file. _____

Scholastic honors in schools and college above high school level. _____

Professional organization memberships (and offices held, if any). _____

TEACHING EXPERIENCE

List chronologically.

Inclusive Dates From To	Name of School	Location City State	Grade or Subjects Taught	Last Salary

EXPERIENCE OTHER THAN TEACHING

List chronologically. Include military service.

Inclusive Dates From To	Kind of Work	Name and Address of Employer	Telephone

INTERESTS AND ACTIVITIES

Interest/ Activity	Extent of Participation		Was Active in		Could Direct As Class or School Activity
	Interest as Observer	Personal Recreation	High School	College	

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on the application shall be considered sufficient cause for dismissal. I hereby permit Honey Creek Community School to obtain any information from previous employers or others without written notice to me and without liability arising therefrom. I also understand that I shall not become an employee until I have met employment eligibility as required by Immigration and Naturalization Service Form I-9.

I understand that employees of Honey Creek Community School are at-will employees. Either the employee or the school may terminate the employment with or without cause

Signature

Date

The following documents are required. Items marked with an asterisk must be returned with application.

- | | |
|--|--|
| *Resume | CPR Certification (current) |
| *Letter of Interest | First Aid Certification (current) |
| Portfolio | Criminal Conviction History Consent Form AND |
| *Transcripts | authorization for release of fingerprint test |
| *Current Michigan Teaching Certificate | results/Fingerprints and \$39 filing fee |
| Physical exam | *Authorization and Release to current/former employers |
| TB Test (include doctor's note) | |
| * 3 Letters of Reference | |

Employment at Honey Creek Community School is contingent, for employees, upon successfully completing a post-offer, pre-hire physical examination and screening for illegal substances, at Honey Creek expense.

Advisory: In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged teaching certificate, school administrator certificate, other State Board of Education approval, or a certificate or approval of another person for the purpose of obtaining employment.

Pursuant to Public Act 68 of 1993 and Public Act 83 of 1995, I, _____, represent that (check those that apply):

- _____ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.
- _____ 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use a separate sheet to explain nature of conviction, date and court):
- a. _____
 - b. _____
 - c. _____

I understand that child abuse and neglect is against the law and that I am required by law to report my suspicions as outlined in the school's policy.

I understand and agree that pursuant to Public Act 68 of 1993 and Public Act 83 of 1995:

- (1) the Board of Education of the school district or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and the Federal Bureau of Investigation (F.B.I.);
- (2) until that report is received and reviewed by the School, I am regarded as a conditional employee; and
- (3) if the report received from the Michigan Department of State Police or the F.B.I. 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.

Date

Signature