



## EDUCATIONAL BACKGROUND

### HIGH SCHOOL:

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

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

G.P.A. \_\_\_\_\_

Honors/Awards: \_\_\_\_\_

Activities: \_\_\_\_\_

### UNDERGRADUATE:

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

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

Graduation Date: \_\_\_\_\_ Degree: \_\_\_\_\_

Majors: \_\_\_\_\_ Minors: \_\_\_\_\_

Honors/Awards: \_\_\_\_\_

Activities: \_\_\_\_\_

### GRADUATE:

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

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

Graduation Date: \_\_\_\_\_ Degree: \_\_\_\_\_

Majors: \_\_\_\_\_ Minors: \_\_\_\_\_

Honors/Awards: \_\_\_\_\_

Activities: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Please enter details for three previous employers, if available. Most recent employer first.

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

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

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_ Business Type: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_ Business Type: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_ Business Type: \_\_\_\_\_

## STUDENT TEACHING

School District: \_\_\_\_\_

Name of School: \_\_\_\_\_

Grade level/Subject: \_\_\_\_\_

Supervisor/Telephone: \_\_\_\_\_

University Sponsor/Telephone: \_\_\_\_\_

Weeks of Student Teaching: Start \_\_\_\_\_ End \_\_\_\_\_

Do you have any WebPages/websites such as Facebook or MySpace? Yes or No (circle)

### PERSONAL REFERENCE

Three personal references are needed, please no relatives:

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

Occupation: \_\_\_\_\_

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

Phone number: (w) \_\_\_\_\_ (h) \_\_\_\_\_

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

Occupation: \_\_\_\_\_

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

Phone number: (w) \_\_\_\_\_ (h) \_\_\_\_\_

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

Occupation: \_\_\_\_\_

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

Phone number: (w) \_\_\_\_\_ (h) \_\_\_\_\_

**List any information which you believe will assist in arriving at a true estimate of your qualifications including previous employment other than indicated, other experiences of specialized skills relevant to the position for which your are applying. Also, include areas of extra-curricular activities where you have interest or experience.**

**APPLICATION DOCUMENTS: The following documents have to be on file before the candidate can be considered for employment:**

- 1. Cover letter**
- 2. Resume**
- 3. Transcript**
- 4. Certificates**
- 5. Letters of Recommendation**

**ACKNOWLEDGEMENT, CERTIFICATION, WAIVER, AND RELEASE**

I acknowledge that consideration for employment is contingent on the results of a reference and background check including a criminal history records check consistent with the provisions of MCL 380.1280, MCL 380.1280a, as amended. Therefore, I authorize Charter School Services of Michigan, Inc. to: 1) Investigate the truthfulness of all statements made on this application; 2) Contact my former employers and other references or any other persons that can verify information. 3) Discuss results of any investigation with other employees and/or agents of the Charter School Services of Michigan, Inc. involved in the hiring process. 4) Conduct a criminal background check. In addition, I give my consent for all contacted persons, including former employers, to provide information concerning this application, and I release each such person from liability for providing information to Charter School Services of Michigan, Inc. I understand that the information contained in this application is correct to the best of my knowledge, and understand that falsification of this application in any detail, or omission of any relevant information, is grounds for disqualification from further consideration or for dismissal from employment in accordance with the policy of Charter School Services of Michigan, Inc.

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

Signature: \_\_\_\_\_