

Charter School Services of Michigan, Inc.
Application for Employment
Support Staff Position

(Please Print or Type)

Name _____ / / _____
Last First Middle Social Security

Present Address _____
Street (Area code) Telephone

City State Zip Code

E-Mail Address _____

List in order of preference positions for which you are applying:

1. _____ 2. _____ 3. _____

If you are applying for a Teacher's Assistant position, do you meet the No Child Left Behind requirements?

Yes _____ No _____

Are you a citizen of the United States? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please explain conviction:

Date available for employment: _____

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: _____

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 (if applicable)**
- 4. Certificates (if applicable)**
- 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: _____