

ESSEXVILLE-HAMPTON PUBLIC SCHOOLS

303 Pine Street, Essexville, MI 48732

APPLICATION FOR EMPLOYMENT

- CLASSIFIED PERSONNEL -

This form must be filled out completely. All information will be treated as confidential.

Name: _____ Social Security Number: _____

Address: _____ City / State / Zip: _____

Home Phone #: _____ Cell Phone#: _____

Person to be notified in case of emergency: _____ Relationship: _____

Address: _____ City: _____ Phone #: _____

Have you passed your 18th birthday? Yes No Are you a U.S. citizen? Yes No

State any other name(s) you have used: _____

Skills: Shorthand: _____ w.p.m. Typing: _____ w.p.m. Accounting/Bookkeeping

List office machines you can use: _____

- Carpentry Welding Plumbing
- Electrical Food Preparation Drive a large vehicle

Please check classification interest(s):

- Bookkeeping Food Service
- Bus Driver Aide - Non Instructional
- Clerical/Secretarial Aide - Instructional/Parapro
- Custodial/Maintenance Library Clerk

Hourly wage expected: \$ _____ Date available: _____

U.S. Military Service: Have you ever served in the Armed Forces of the United States? Yes No

_____ Branch of Service _____ Date Entered _____ Date Discharged

Highest rank/rating held: _____ Type of discharge: _____

High school/college information:

<u>Name and City/State</u>	<u>No. Years Attended</u>	<u>Did You Graduate?</u>	<u>Degree</u>	<u>Major Field of Study</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If now employed, may we inquire of your employer? Yes No

Present or Last Position:

Name of employer: _____

Address: _____

Employed from: _____ to _____ Salary: \$ _____ per _____

Name of supervisor: _____ Your duties: _____

Reason for leaving: _____

Former Position:

Name of employer: _____

Address: _____

Employed from: _____ to _____ Salary: \$ _____ per _____

Name of supervisor: _____ Your duties: _____

Reason for leaving: _____

(Attach an additional list if necessary.)

Have you ever been convicted of a felony or misdemeanor other than a minor offense? Yes No

If yes, give details: _____

List three references: (not relatives)

Name: _____

Address: _____

Phone: _____

Occupation: _____

Name: _____

Address: _____

Phone: _____

Occupation: _____

Name: _____

Address: _____

Phone: _____

Occupation: _____

Ethnicity: Are you Hispanic or Latino? Yes No
(Your response is voluntary.)

Race: (select one or more) White Hispanic
 African American Asian American/Pacific Islander
 American Indian/Alaska Native Other
(Your response is voluntary.)

The information on this application is correct to the best of my knowledge, and permission is hereby given for any investigation that may be necessary. I understand that misleading or untruthful information on this application may result in my dismissal.

Signature of Applicant