

Hillman Community Schools

26042 M-32, P.O. Box 518 Hillman, MI 49746
(989) 742-2908 (989) 742-3376 fax

Employment Application

An Equal Opportunity Employer

A person with a disability or handicap requiring accommodation for completing the application process should notify the district office as soon as possible

Filing this application does not imply that the applicant will be employed, but rather only that the applicant will be considered in competition with other applicants.

Hillman Community School District (hereafter "Company") is an Equal Opportunity Employer. It is the Company's policy to afford equal employment opportunity regardless of race, religion, color, national origin, gender, age, marital status, height, weight, disability, or veteran status. Michigan law requires that a person with a disability or handicap requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

PERSONAL INFORMATION

Name (first, middle, last)		Date of Application
Present Address (street, city, state, zip code)		Social Security Number
Home Telephone or Number You Can be Reached at		Business Telephone
Position Desired	Salary/Hourly Rate Desired	Date Available

IN CASE OF EMERGENCY, CONTACT

Name	Address	Telephone
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Are you at least 18 years old? Yes No Work Permit No. _____ (if under 18)

Have you ever been convicted of a crime (including misdemeanors)? Yes No

Are there any felony charges pending against you? Yes No (A "Yes" answer will not automatically disqualify you)
Explain: _____

Have you previously been employed by the Company? Yes No

If yes, when: _____
Under what name: _____

Have you submitted an application to the Company before? Yes No

If yes, when: _____
Under what name: _____

List any/all relatives currently employed at the Company. _____

Complete the following only if the position requires a driver's license:

Driver's License Number: _____

Has your driver's license ever been revoked, suspended, restricted? Yes No

If yes, for what reason and for how long? _____

List any moving violations during the last three (3) years: _____

EDUCATIONAL HISTORY

Name & State of High School or GED _____ Year Graduated or GED _____

Schools (include trade schools) attended other than high school	Location (City and State)	Course or Major Studied	Dates Attended	Degree

EMPLOYMENT HISTORY

List below, beginning with the most recent, **all** present and past employment (use a separate sheet of paper if necessary)

Company Name	Company Address	Phone Number
Position Held/Job Title	Dates of Employment	
Name and Title of Immediate Supervisor		
Reason for Leaving	Hourly Wage/Salary	
Brief Description of Duties		

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Brief Description of Duties		

I certify that all of the information furnished on this Application is true, complete and correct. I understand and agree that any falsification, misrepresentation or omission of fact, either on this Application or during the pre-hire process, will be reason for (1) my not being offered employment, or (2) dismissal at any time from the service of Hillman Community School District, if employed.

I understand that consideration for employment at Hillman Community School District is conditional upon a review of my qualifications, work history, references, etc. I authorize Hillman Community School District to request and obtain verification that the information given by me on this Application is true, accurate and complete. I understand that such verification may include, but may not be limited to background information pertinent to the position for which I have applied, verification of education, verification of employment history, investigation of criminal history, etc. I therefore authorize my current and all previous employers to cooperate with Hillman Community School District and to release, on a confidential basis, any information they may have concerning me, including information in my personnel record or otherwise known to them, to Hillman Community School District in connection with my application for employment with Hillman Community School District I specifically release from liability any current or former employer(s), its agents, representatives, employees, officers, directors, etc., for or on account of their providing/disclosing such information to Hillman Community School District

I understand and agree that my employment and compensation is for no definite period and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time by me or the Company, with or without cause, and with or without any previous notice. I also understand and agree that the Company has the right to unilaterally modify and/or terminate any policies, practices, procedures and standards it has adopted or implemented, to the extent not prohibited by law. I acknowledge that neither Company employee nor representative, other than the President, has either the power or authority to enter into any agreement for employment for any specified period of time, or to make any representations or agreements contrary to any of the foregoing, unless that agreement is in writing and is signed by the President. I understand that any prior representations, promises, contracts or statements made by or on behalf of the Company are expressly superseded by the foregoing.

The Immigration Reform and Control Act of 1986 states that employers must require all persons hired to submit documents to the employer showing their identity and their right to be lawfully employed in the United States. It also requires that the employee complete and sign a government form to this effect. I understand that if hired by Hillman Community School District I will timely furnish documents for inspection that verify my identity and that I am legally permitted to work in the United States. Furthermore, I understand that my employment will be terminated if I fail to timely provide the necessary documents.

Dated: _____

Signature

(Applicant's name – printed)