

# Beal City Public Schools Application for Employment

Beal City Public Schools 3180 W. Beal City Rd. Mt. Pleasant, MI 48858



Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application.

Please ensure the finished form is printed out, signed, dated and returned by the closing date to the address given. We are unable to accept forms returned as email attachments without a signature. Please print out and complete the form.

## POSITION APPLIED FOR:

Job title:
------------

## APPLICANT'S DETAILS

Title:	Last name:	First name:

<b>Home address:</b>

<b>Telephone Numbers:</b>
Home:
Work:
Mobile:

Email address:
----------------

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic violation or are you presently under arrest for a pending felony?	<b>Yes*/No</b> <i>*If you answer YES, please supply the details on a separate sheet of paper.</i>
-------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

## EMPLOYMENT RECORD

### 1. Current/most recent employer/organization

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

### 2. Employer/organization

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

If you are currently employed, may we contact your employer:	<b>Yes/No</b>
--------------------------------------------------------------	---------------

**EDUCATION**

Please tell us about your education and any qualifications which you feel are relevant to the position. Please start with the most recent.

<i>Name of school/college/ university/training body</i>	<i>Subject studied</i>	<i>Qualification/ Level</i>	<i>Date gained</i>

**REFERENCES**

Please give the names and addresses of two references. Testimonials or references from relatives are not acceptable.

<i>Name</i>	<i>Address</i>	<i>Business</i>

**DECLARATION AND SIGNATURE**

I certify that all information on my application is correct and understand that, if employed, false statements on my application shall be sufficient cause for dismissal. I hereby authorize investigation of all matters herein and release from all liability or damage those individuals or corporations who provide information relating to my prior employment or character.

.....  
Signed

.....  
Date

**EQUAL OPPORTUNITY EMPLOYMENT**

It shall be the policy of Beal City Public Schools to recruit and select for employment the best qualified applicant for each position without regard to race, color, creed or national origin; nor shall any person be denied employment solely because of age, sex or marital status.

And further, no qualified handicapped individuals, solely by reason of their handicap, shall be excluded from employment or discriminated against in any matter.

