



Application for Teaching Position

Lawton Community Schools
101 Primary Way
Lawton, MI 49065
Telephone: (269) 624-7901, Fax: (269) 624-6489

It is the policy of Lawton Community Schools that no person shall, on the basis of height, weight, age, religion, race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Adopted by the Board of Education.

Date of Application _____ Position for which you are applying _____

BACKGROUND INFORMATION (Please type or print)

Name _____

PERMANENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE () _____ EMAIL _____

PRESENT POSITION _____

NAME OF SCHOOL _____ PRINCIPAL _____

ADDRESS _____ TELEPHONE () _____

CITY _____ STATE _____ ZIP _____

NAME OF SCHOOL DISTRICT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Do you hold, or are you eligible to obtain, a State of Michigan Provisional, or Professional Education Certificate? YES NO

Specific grades and endorsements _____

What other valid certificates do you hold?

EDUCATION: (High School, Undergraduate and Graduate)

Name Of School	Location of School	Diploma or Degree	Major	Minor

HONORS AND DISTINCTIONS: (List degrees, honors, awards, commendations, elective or appointed offices held, or other distinctions received.)

Date	Honors, Degree, etc. (Include source, institution, etc. (Comment if desired.))

REFERENCES: List five (5) persons who know your professional background and qualifications and who may be contacted about your interest in this position.

Name	Title	Address	Telephone
			(w) (h)
			(w) (h)
			(w) (h)
			(w) (h)
			(w) (h)
			(w) (h)

MILITARY EXPERIENCE:

Branch	Highest Rank	Date of Entry	Date of Separation

PROFESSIONAL EXPERIENCE: (Please list most recent)

Position	School District	Dates		Responsibilities (briefly)
		From	To	

PROFESSIONAL ORGANIZATIONS: (List the organizations in which you have been most active recently and indicate offices held, personal contributions, or other responsibilities.)

Organization	Leadership Role	Remarks/Responsibilities

COMMUNITY LEADERSHIP ACTIVITIES: (List the activities in which you have been most active recently and indicate your contribution to the community.)

Activity	Nature of Leadership Role	Community Impact

PRESENT CONTRACTUAL RELATIONSHIP:

Length of Contract _____	Expiration Date _____
Present Salary _____	Date Available _____
Name of Immediate Supervisor _____	

I hereby authorize the Lawton Community Schools to inquire and verify any information containing on this application for the employment, and the school shall not be liable for any damages which may result for such inquiry or verification. I understand that making any misleading or untruthful statements on this application may result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personal record.

Signature (Full Name)

Date

This application automatically expires after one calendar year, unless the applicant renews it by contacting the Personnel Office.

LAWTON COMMUNITY SCHOOLS
Lawton, Michigan

AUTHORIZATION AND RELEASE

The undersigned applicant for employment with Lawton Community Schools hereby authorizes his current and former employer(s) to disclose to Lawton Community Schools any unprofessional conduct by the undersigned applicant and to make available to Lawton Community Schools copies of all documents in the undersigned applicant's personnel record(s) maintained by the current or former employer(s) relating to that unprofessional conduct, and or misconduct.

The undersigned applicant, on behalf of himself and his heirs and successors, hereby releases his current or former employer(s) and employees acting on behalf of his current or former employer(s) from any and all liability, claims, demands or causes of action for providing information described in this Authorization and Release.

Further, the undersigned applicant for employment hereby waives any rights to receive written notice from his current and former employer(s) regarding disclosure to Lawton Community Schools of the aforementioned information from his personnel record(s) maintained by his current or former employer(s). This waiver shall be inclusive of a waiver of rights under Section 6 (3) of the Bullard-Plawecki Employee Right to Know Act.

READ CAREFULLY – THIS DOCUMENT CONTAINS A RELEASE

(Full Name – please print)

WITNESS:

Signature of Applicant

Date: _____

LAWTON COMMUNITY SCHOOLS
Application for Employment
Pre-Employment Investigation Applicant Acknowledgement,
Authorization, Consent and Release

I, the undersigned Applicant for employment with Lawton Community Schools, do hereby acknowledge, authorize, and consent to a pre-employment investigation to be conducted by agents of Lawton Community Schools for the purpose of confirming and verifying the contents of my application for employment, resume, certification/license, status and/or letter of interest submitted by me and/or to confirm to verify any verbal representations made or to be made by me with respect to my consideration for employment with Lawton Community Schools. Further, I do hereby acknowledge, authorize, and consent to agents of Lawton Community Schools contacting any or all of my personal references, former or current employers, and any other persons and organizations deemed necessary by the investigation agents for the purpose of making pre-employment inquires and obtaining information concerning my character, reputation, and/or work record experience.

Also, I do hereby authorize and consent to agents of Lawton Community Schools contacting any child protection agencies or registries, law enforcement authorities, and/or judicial authorities and to make pre-employment inquires and to obtain any information and/or records related to me to determine if I have committed or have been convicted of any crimes and if there are any felony charges pending, including the nature of the crimes committed and/or the pending felony charges.

Your signature indicates authorization and consent to criminal background check and fingerprinting.

I hereby authorize and consent to the release of any information, written or verbal, and/or any documentation regarding my character, reputation, work record and experience from any person, including my present and/or former employer, upon the request of the agents of Lawton Community Schools conducting the pre-employment investigations.

I do hereby waive written notice of the disclosure of any disciplinary reports, reprimands, and/or actions from my current or former employers.

Also, I do hereby release any person providing information and/or documents concerning my character, reputation, and/or work record and experience to agents of Lawton Community School pursuant to the pre-employment investigation from any and all claims and/or liability whatsoever for any damages and/or consequences which may result there from.

I hereby acknowledge and understand that if I should be employed by Lawton Community Schools, my application for employment and other related information as deemed appropriate for retention will become a permanent part of my personnel file; and that if any representation, omissions, or statements made by me during the pre-employment screening process, which are contained therein, are subsequently discovered to be false or misleading the discovery thereof may result in my discharge.

In making this application fro employment I understand that an investigation(s) may be made whereby information is obtained through personal interviews or other contacts with my neighbors, friends, or others with whom I am or have been associated or acquainted or who may have knowledge of the above information regarding me. These inquiries may include, as appropriate, information as to my character, general reputation, and personal characteristics. I understand that I have the right to make a written request of Lawton Community Schools, within a reasonable period of time, to receive additional and detailed information about the nature and scope of such investigations.

I do hereby release Lawton Community Schools, its individual Board members, administrators, employees, and/or agents from any and all claims and/or liability whatsoever for any damages or consequences which may result from the pre-employment investigation related to my consideration for employment with Lawton Community Schools.

(Full Name – please print)
I hereby acknowledge that I have carefully read this document and that I understand and accept its terms.

WITNESS:

Date: _____

Signature of Applicant
Date: _____

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanor, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate, which results in a fine, sentence or probation.

- You may omit minor traffic violations Yes No
- Were you ever convicted of a criminal offense? Yes No
- Are you currently under charges for a criminal offense? Yes No
- Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No
- Within the last ten years, have you been fired from any job for any reason? Yes No
- Within the last ten years, have you quit a job after being notified that you would be fired? Yes No
- Have you ever been professionally disciplined in any state? Yes No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board of commission of state government.

- Are you subject to any visa or immigration status, which would prevent lawful Yes No

Employment?

Note: if you answered "Yes" to any above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

LAWTON COMMUNITY SCHOOLS
Application for Employment

Has any teaching certificate(s), professional license(s) and/or approval(s) held by you ever been suspended or revoked? Yes No

Are there currently any proceedings against you pending to suspend, revoke, limit, or qualify any of the teaching certificates, approvals or licenses referred to the above? Yes No

Have you ever been denied tenure rights or status with any school or institution? Yes No

Have your tenure rights been revoked or been the subject of any tenure proceedings at any school or institution or any other educational institution, whether or not in Michigan? Yes No

Have you ever been requested to resign or otherwise surrender your employment rights? Yes No

Have you ever been fired from any school, other education institution or employment? Yes No

Have your employment or contract rights been provoked or the subject of any dismissal or revocation proceedings at any of the above schools or institution or at any other educational institutions or employers, whether or not in Michigan? Yes No

If you answered "yes", to any of the above questions please explain in detail on a separate sheet of paper and attach it to this application.

Have you ever requested to have your certificate (or any endorsement or grade level certification on our certificate), approval, or license be nullified or limited? Yes No

If you answered "yes" please explain the date of that request, the reason(s) for that request, the agency to which the request was made, and the disposition of that request. Please use a separate sheet for providing this information and attach it to this application.

CRIMINAL HISTORY INFORMATION

Have you ever been convicted of a felony or a misdemeanor? Yes No

If the answer to the above question is "yes", please answer each of the following questions. Please use a separate sheet of paper and attach it to the application.

- Please identify each offense of which you have been convicted.
- Please provide the date of the conviction(s).
- Please provide the state and court of conviction(s).

Do you currently have any felony charges pending against you? Yes No

If the answer to the above question is "yes", please describe the nature of the pending felony charges and also identify the state and court where these charges are pending. Please use a separate sheet of paper and attach it to the application.

(Full Name- please print)

WITNESS:

Signature of Applicant

Date: _____

Date: _____