



**Employment Experience:** (start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.)

1) Employer		Date Employed		Work Performed
Address		From	To	
Telephone Number (s)		Hourly Rate/Salary		
Job Title	Supervisor	From	To	
Reason for Leaving:				

2) Employer		Date Employed		Work Performed
Address		From	To	
Telephone Number (s)		Hourly Rate/Salary		
Job Title	Supervisor	From	To	
Reason for Leaving:				

3) Employer		Date Employed		Work Performed
Address		From	To	
Telephone Number (s)		Hourly Rate/Salary		
Job Title	Supervisor	From	To	
Reason for Leaving:				

4) Employer		Date Employed		Work Performed
Address		From	To	
Telephone Number (s)		Hourly Rate/Salary		
Job Title	Supervisor	From	To	
Reason for Leaving:				

*If additional space is needed, please continue on a separate sheet of paper.*

Experience(s) working with students: List experiences you have had working with young people, i.e. scout work, summer camps, etc. \_\_\_\_\_

## ADDITIONAL INFORMATION

Describe any specialized training, apprenticeship, skills, and extra-curricular activities:


Specialized Skills (Check skills/equipment operated)

Spreadsheet     Word Processing     E-mail     PC     MAC  
Typing WPM: \_\_\_\_\_

Other (list): \_\_\_\_\_  
\_\_\_\_\_

List professional trade, business, or civic activities and offices held (You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):


State any additional information you feel may be helpful to us in considering your application:


NOTE TO APPLICANTS: *Do no answer this question unless you have been informed about the requirements of the job for which you are applying:*

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.  
 Yes     No

### References

- 1) \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_
- 2) \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_
- 3) \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_
- 4) \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_

Have you ever been convicted of a felony:  Yes  No

If yes, indicate the type of conviction, date, and court where the conviction occurred: \_\_\_\_\_

Have you ever been convicted of a misdemeanor? (excluding a minor traffic offense)  Yes  No

If you answered yes, indicate the type of conviction, date and court where the conviction occurred: \_\_\_\_\_

*I certify that answers given herein are true and complete.*

*I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.*

*This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.*

*I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.*

*In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of employment.*

\_\_\_\_\_  
Signature of Applicant (Full Name)

\_\_\_\_\_  
Date

*The Saugatuck Public Schools does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, disability, limited English proficiency in any of its programs or activities, or other protected status.*

**This application should be returned to:**

**Saugatuck Public Schools, Central Administration Office Attn: Personnel, PO BOX 818, Douglas, MI 49406**

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview:  Yes  No

Remarks: \_\_\_\_\_

Employed with SPS?:  Yes  No      Date of Employment: \_\_\_\_\_      Hourly Rate/Salary \_\_\_\_\_

Job Title: \_\_\_\_\_      Department/Building: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date