



2400 MASON EAGLES DR.  
 ERIE, MI 48133  
 ERIEMASON.K12.MI.US

## Application for Employment

► Mason Consolidated Schools is an Equal Opportunity Employer ◀

\_\_\_\_\_

Last Name                      First Name                      MI                      Date                      Position Applied For

### Instructions to applicant:

1. Fill out entire application, including information at the top of the page.
2. All applicants: as a final step to hiring, you will be required to complete this application, a signed Authorization to Release Information, and a signed Criminal History Release form.
3. All teacher and administrative applicants: a completed application file should include official college transcript(s), a copy of your certificate(s), college placement credentials, at least three letters of recommendation, and a resume.
4. Filing an Application for Employment does not imply you will be interviewed or hired but that you will be considered for vacancies based upon the stated occupational preference or other suitable position identified.
5. Applications are kept by the Human Resources department for one year.

Address: \_\_\_\_\_

Street                      City, State, Zip                      Email Address

Phone: \_\_\_\_\_ When can you begin working? \_\_\_\_\_

If you have worked under another name(s), please indicate: \_\_\_\_\_

Are you a U.S. citizen?     Yes     No    If no, give visa type and immigration number: \_\_\_\_\_

### Education/Training/Apprenticeship Information (include Armed Forces Training)

	Name and Location	Degree Completed	Degree/Date	Credit Hrs. Beyond Degree	Graduated?
High School					<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University					<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University					<input type="checkbox"/> Yes <input type="checkbox"/> No

College/University Major: \_\_\_\_\_ Minor: \_\_\_\_\_



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Do you hold a valid Teaching Certificate:  Yes  No If yes:  Michigan  Other: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Approvals, Annual Authorization, Special Education-Disability Area(s): \_\_\_\_\_

List other valid licenses, certificates, professional registrations you hold: \_\_\_\_\_

Have you ever been granted Michigan Teacher Tenure?  Yes  No If yes, name of school district: \_\_\_\_\_

Are you presently under contract with another employer?  Yes  No If yes, name of employer: \_\_\_\_\_

Have you ever worked for Mason Consolidated before?  Yes  No If yes, when: \_\_\_\_\_ Position: \_\_\_\_\_

Do you have a relative employed by Mason Consolidated?  Yes  No If yes, give name(s): \_\_\_\_\_

Have you ever received disciplinary suspension, been discharged, or non-renewed from a position?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever resigned in lieu of a discharge or non-renewal?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony?  Yes  No If yes, list when, where, and nature of offense: \_\_\_\_\_

Do you have any criminal charges or civil infractions pending?  Yes  No If yes, list when, where, and nature of offense: \_\_\_\_\_

I agree to permit the District to run a criminal history record search to be performed by Michigan State Police and FBI.  Yes  No

If applying for a position requiring a Michigan drivers/chauffeurs license, please provide license number: \_\_\_\_\_



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**Employment History** *(please begin with your most recent employer and fill out completely)*

Employer Name, Address	Job Duties	Employment Dates	Reason for Leaving	Last Salary
Supervisor: _____ Phone: _____		From:  To:		
Supervisor: _____ Phone: _____		From:  To:		
Supervisor: _____ Phone: _____		From:  To:		
Supervisor: _____ Phone: _____		From:  To:		



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**References** *(List personal or business references other than prior employers and relatives. Please note your relationship to reference.)*

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Emergency Contact** *(List a name, relationship, and number for emergency purposes.)*

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Do we have your permission to contact employers, including your present employer, schools, and references listed?  Yes  No

If no, please explain: \_\_\_\_\_

I represent that each answer to questions and all other information furnished is true and correct. I further represent that such answers and information are a full and complete disclosure of my knowledge regarding the information sought by Mason Consolidated Schools. I understand that any incorrect, incomplete, or false statements or information furnished by me may void this application or subject me to discharge at any time after employment. I authorize Mason Consolidated Schools to make any investigations of my personal or employment history and authorize any and all former employers, including Mason Consolidated Schools, any person, firm, corporation, credit agency, or government agency to give any information they may have regarding me to any prospective employer. In consideration of the review of my application or providing information to a prospective employer, I release Mason Consolidated Schools and all providers of information from any liability as a result of furnishing and receiving this information.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Mason Consolidated Schools does not discriminate on the basis of religion, race, color, national origin, disability, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status in its programs, activities, or in employment.*

For office use only:  Original Transcript  I-9  Bloodborne  Fingerprinting  Permit  
 Previous Employer check  Entered into SEMS  Teaching Certificate  Other Certificate