APPLICATION FOR EMPLOYMENT CERTIFIED PERSONNEL (Teachers, Administrators)

COOPERSVILLE AREA PUBLIC SCHOOLS

198 East Street - Coopersville, Michigan 49404 Phone: 616-997-3200

	e:					
Other Nar	ne(s):					
ouler Tur			previous names, change of	names, use of an assu	med name, or i	nickname, necessary to enable a check on your work
Present Address:	Street					
Auuress.	Sueet					
	City			State		Zip
Permanent Address:						
Auuress.	Succi					
	City			State		Zip
Telephone	e Numbers: Pr	resent: ()		Permanent: ()	
	W	/ork: ()		Other: ()	
Do you ha	ave the legal right to v	work in the U.S? YES N	NO			
-	on PREFEREN	tation? YES NO	-			
	Teacher			Administrator		
		vel(s) and/or subject area(s) of preference		Supervisor/Direct	tor	
				•		
	Social Worker			Other (Explain) _		
ACCON	MMODATIONS					
	erform the essential	functions of this position with or	vide the employer with	written notice of a n	eed for accor	mmodation after that need is known by the employ
Can you p (Pursuant	to Michigan Law, a	uest for accommodation under M	lichigan law precludes al.	claims under whemg	gair iaw urat u	ne District failed to accommodate a disability.)
Can you p (Pursuant Failure to	to Michigan Law, a		lichigan law precludes al.	claims under whemg	gan iaw uiat u	ne District failed to accommodate a disability.)
Can you p (Pursuant Failure to	to Michigan Law, a provide a written req	uest for accommodation under M				
Can you p (Pursuant Failure to CERTIF If you hav	to Michigan Law, a provide a written req	uest for accommodation under M				
Can you p (Pursuant Failure to CERTIF If you have notarized	to Michigan Law, a provide a written required FICATION we been issued a Michigan Michigan Company (1997).	uest for accommodation under M				ne District failed to accommodate a disability.) I notarized prior to your being hired. (You may have
Can you p (Pursuant Failure to CERTIF If you hav notarized Type of M	to Michigan Law, a provide a written requestion of the provide a written requestion of the provided at our office.) Michigan Certificate:	uest for accommodation under M	uired to submit an officia	al copy, front and bac	k, signed and	d notarized prior to your being hired. (You may have
Can you p (Pursuant Failure to CERTIF If you hav notarized Type of M	to Michigan Law, a provide a written requestion of the provide a written requestion of the provided at our office.) Michigan Certificate:	uest for accommodation under M higan certificate, you will be requ Professional Education	uired to submit an officia Continuing	al copy, front and bac	k, signed and	I notarized prior to your being hired. (You may have full Vocational
Can you p (Pursuant Failure to CERTIF If you hav notarized Type of M	to Michigan Law, a provide a written required a written required at our office.) Michigan Certificate: Provisional Non-Certified	nigan certificate, you will be requested. Professional Education	uired to submit an officia Continuing cate total semester hours of	Il copy, front and bac Temporary Vocat completed to date)	k, signed and	I notarized prior to your being hired. (You may hav
Can you p (Pursuant Failure to CERTIF If you hav notarized Type of M	to Michigan Law, a provide a written required a written required been issued a Michael at our office.) Michigan Certificate: Provisional Non-Certified e Number:	nigan certificate, you will be requested. Professional Education	uired to submit an officia Continuing cate total semester hours of the expiration of the expirat	al copy, front and bac Temporary Vocat completed to date) _ ion of Michigan Certi	k, signed and	I notarized prior to your being hired. (You may hav
Can you p (Pursuant Failure to CERTIF If you hav notarized Type of M Certificate Areas of t	to Michigan Law, a provide a written requestion of the provide a written requestion of the provision of the	Professional Education (If non-certified, please indices:	uired to submit an officia Continuing cate total semester hours of expirati	Temporary Vocat completed to date) ion of Michigan Certi	k, signed and	I notarized prior to your being hired. (You may hav

Have you taken, and passed, the Michigan Test for Teacher Certification (MTTC)? YES _____ NO ____

EDUCATION AND PROFESSIONAL TRAINING (List chronologically)

				,8,	<u></u>							
	ist High Schools, Colleges. and Universities Attended		Locati	ion	Dat Atter		Ma	jor	Minor			Degrees Received
			T]_ <u></u>				Ī			
					$T_{__}$							
					1							
Name under wh	ich credentials are filed:						<u> </u>	-				
	EACHING EXPERIEN											
Nan	me of School		ol District, or County	State	_	Grade Level Dates Signal Signa		Supe	Supervising Teacher			
PROFESSIO	NAL EXPERIENCE II	N EDUCAT	ION (List chron	nological	ly starting v	with mo	st recent)					
Dates	Name of School	1	Location			ic Natu osition			Years Annual Salary			Reason for leaving
					 					T		
					 					<u> </u>		
Month, day, and y Are you under co If yes, where? If under contract, If tenured in a pre If not under contr If yes, cite school If currently under Have you ever be Have you ever red (If yes to any of the	Month, day, and year available for employment:											
OTHER PRO	Detection Detection of the Post of the Pos	ENCE (Educ	cational, Travel, I	Lecturing	ţ, Study, Pu	blicatio						
	Dates						Nature	of Expe	rience			

OTHER WORK EXPERIENCE (List Chronologically)

Firm or Institution	Nature of Work	Employment Dates	Reason for Leaving

EXTRACURRICULAR ACTIVITIES

List extracurricular activities in which you have been involved and the number of years of your involvement. Circle activities you are willing to coach/sponsor.

Extracurricular Activities	High School Experience	College Experience	Contract Experience

OTHER INFORMAT	

ОТ	HER INFORMATION
1.	Have you ever had a teaching certificate or work license revoked or suspended? YES NO (If yes, explain below)
	EXPLANATION
2.	Have you ever been suspended, released, asked to resign, resigned by mutual agreement, or otherwise terminated from any employment in lieu of an unsatisfactory
	evaluation? YES NO (If yes, explain below)
	EXPLANATION
3.	Have you ever been recommended for no contract renewal during a probationary period? YES NO (If yes, explain below)
	EXPLANATION
4.	Have you ever been convicted of a violation of law other than a minor traffic violation? (Including a 'no contest,' 'nolo contendere' or 'guilty' plea?) (You must disclose all
	convictions, including juvenile adjudications, unless expunged or suppressed by a specific court order.) YES NO (If yes, explain below)
	EXPLANATION
5.	Are any felony charges or proceedings pending against you? YES NO (If yes, explain below)
	EXPLANATION

NOTE: Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

REFERENCES

It is the applicant's responsibility to have the following information provided to the School District in order to be considered for employment:

- The names of at least three references which must include current employer if employed, or last employer if not currently employed.
- Applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and co-operating teacher(s) by listing names below.

Name of Reference	Position/Relationship	Mailing Address	Phone Number

This application will be kept active for one year. If you would like this period extended, please notify this office at the end of the year in writing.

The Coopersville Area Public Schools do not discriminate on the basis of race, color, religion, sex, national origin, ethnicity, age, height, weight, marital status, disability unrelated to the employee's ability to perform his/her job, or limited English proficiency in any programs or activities. The Office of Human Resources for the Coopersville Area Public Schools, 198 East Street, Coopersville, MI 49404, has been designated to handle inquires regarding the non-discrimination policies. The District's reaffirmation of its commitment to EEO is not intended to and shall not create any contractual rights or remedies of the state or federal nondiscrimination laws.

APPLICANT'S CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY AND SIGN BELOW IF YOU AGREE TO THESE TERMS OF EMPLOYMENT.

- 1. Employment at Will: If hired by COOPERSVILLE AREA PUBLIC SCHOOLS, I agree to comply with all rules, regulations, policies, and communications directed to employees, including any changes made from time to time. I understand that I will be free to resign my employment at any time with or without cause, and with or without prior notice or warning to COOPERSVILLE AREA PUBLIC SCHOOLS; I agree that COOPERSVILLE AREA PUBLIC SCHOOLS also may terminate my employment at any time, with or without cause and with or without prior review, notice, or warning.
- 2. <u>Limitation on Claims</u>: I agree that any lawsuit against COOPERSVILLE AREA PUBLIC SCHOOLS and/or its agents arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit.
- 3. <u>Authorization to Work</u>: If I am selected for hire, I will be offered employment provided I certify and produce applicable documentation that I am authorized to work as required by the Immigration Reform and Control Act of 1986.
- 4. <u>Need For Accommodation</u>: If I, due to a physical or mental disability, require an accommodation to perform the job for which I may be selected, I understand that I must give COOPERSVILLE AREA PUBLIC SCHOOLS written notice of that need within 182 days after I know or reasonably should have known that an accommodation is needed. Failure to do so may bar me from alleging that COOPERSVILLE AREA PUBLIC SCHOOLS has not accommodated me as required by law.
- 5. <u>Drug Testing</u>: I agree to provide COOPERSVILLE AREA PUBLIC SCHOOLS with appropriate specimens to test for the presence of drugs or other controlled substances. I understand that decisions concerning my employment will be made as a result of these tests.
- 6. Physical Exam and Release of Medical Information: I understand that any job offer will be conditioned on passing a physical exam. I authorize every medical doctor, physician or other health care provider (HCP) to provide any and all information, including but not limited to medical reports, laboratory reports, X-rays or clinical abstracts relating to my previous health history or employment in connection with any examination, consultation, test or evaluation. I will cooperate in obtaining any additional authorization required by any HCP for release of any information. I hereby release every HCP and every other person, firm, officer, corporation, association, organization or institution which shall comply with the authorization or request made in this respect from any and all liability for disclosure made pursuant to my authorization. I understand that medical information will not be requested from me, my physician or other HCP until a job offer has been made.
- 7. <u>Disclosures:</u> I agree that the contents of any offices, work spaces, desks, computer and computer generated data, any COOPERSVILLE AREA PUBLIC SCHOOLS property I may be using, and any of my own property I bring onto COOPERSVILLE AREA PUBLIC SCHOOLS' premises, may be inspected by COOPERSVILLE AREA PUBLIC SCHOOLS at any time it determines there is reasonable cause to do so, and I waive and promise not to make any claims against COOPERSVILLE AREA PUBLIC SCHOOLS (or its employees or agents) relating to such inspection. I agree that, except as directed otherwise in writing by COOPERSVILLE AREA PUBLIC SCHOOLS, I will not disclose to anyone or use for my own purposes, any of COOPERSVILLE AREA PUBLIC SCHOOLS' confidential or proprietary information, either during or after my employment. I understand and agree that client names and information, financial data, computer information and processes are confidential and proprietary information and I will not make written or other copies or notes regarding these matters except as necessary to perform my job. I agree that if my employment ends, I will deliver to COOPERSVILLE AREA PUBLIC SCHOOLS all material of any kind that I have relating to its business, including any such copies or notes. I agree that if any of the above commitments by me is ever found to be legally unenforceable as written, the particular agreement concerned shall be limited to allow its enforcement as far as legally possible.
- 8. <u>Consideration for Employment</u>: I agree to the above terms of employment if I am employed by COOPERSVILLE AREA PUBLIC SCHOOLS. Should I be employed, I understand and agree that these provisions of my employment can be revised only by a signed contract authorized by a written resolution of COOPERSVILLE AREA PUBLIC SCHOOLS, and that no person in COOPERSVILLE AREA PUBLIC SCHOOLS has any authority to offer employment other than on an at-will basis as described above. I understand and agree that, except as provided above, all compensation, benefits, programs, rules, and policies of COOPERSVILLE AREA PUBLIC SCHOOLS are subject to exception or change at any time as decided by COOPERSVILLE AREA PUBLIC SCHOOLS in its sole discretion.
- 9. <u>Certification of Truthfulness</u>: I represent that all my statements in support of my Application for Employment are true and complete. I understand and agree that if COOPERSVILLE AREA PUBLIC SCHOOLS, at any time, should determine that any requested information was withheld by me or any of my statements are false or misleading, I may be discharged.

I understand that	I may take this appl	ication form with	n me to submit a	at a later time if I	choose to do so.	I acknowledge b	by my signature that l
have been given adequate ti	ime to read, complet	e, and review my	application and	this certification,	and I have knowi	ngly and volunta	arily signed below.

below.	I have read and understand the items	listed in the Application for	Employment, including th	is page, and acknowledge th	nat with my signature
Date		Signature of Applicant _			