

Napoleon Community Schools
TEACHER APPLICATION

Name: _____

Present Address: _____
 _____ Telephone: _____

Social Security Number: _____

Citizen of U.S.: YES NO

Position Desired: _____ Full Time: _____ Part Time: _____

Course Qualified To Teacher by Certification: MAJOR: _____
 MINORS: _____

Type of Certificate: _____ Provisional _____ Permanent _____ Continuing _____ Elementary _____ Secondary

Date of Expiration: _____

Are you certified or licensed in any skill or profession: _____ If yes, which skill or profession. _____

Are you currently employed? _____ Present or Last Salary: _____

Name & Address of Present Employer: _____

When may present employer be contacted? _____

If teaching, are you under contract? _____ If yes, when does it expire? _____

When would you be available for a personal interview? _____

U.S. Military Experience: _____ Length of Service: _____

EDUCATION & PROFESSIONAL TRAINING:

List High Schools, Colleges & Universities Attended	Location	Degrees Received	Area of Study

Are you presently working toward a higher degree? _____ If yes, what is your expected completion date and degree expected? _____

Name under which credentials are filed: _____

Name of College or University Placement Agency that has your most complete record on file: _____

TEACHING EXPERIENCE: (Do not list student teaching. Attach additional sheets if necessary.)

Name of School	Subjects Taught	Dates: From - To	Highest Salary Received	Name of Supervisor	Reason For Leaving

Total teaching experience - school years: _____

WORK EXPERIENCE OTHER THAN TEACHING:

Name of Company	Address	Nature of Work	Employment Dates	Reason For Leaving

REFERENCES: Do not list references included in your College Credentials. Include three character references.

Name	Position	Address & Telephone Number

LIST THREE PROFESSIONAL REFERENCES:

Name	Position	Address & Telephone Number

LIST COLLEGE EXTRA-CURRICULAR ACTIVITIES, HOBBIES & SPECIAL INTERESTS:

EXPERIENCE WORKING WITH STUDENTS: List experiences you have had working with young people (other than teaching) - such as Scout work, Summer Camps, etc.

LIST PRESENT & PAST MEMBERSHIPS IN PROFESSIONAL CLUBS, SOCIETIES OR ORGANIZATIONS:

Organization	Location	Dates of Membership

List any books, articles, etc., that you have authored:

Have you ever been convicted of a crime? _____ If so, where and the nature of the offense.

(Note: A conviction record will not necessarily be a bar to employment.)

The Applicant hereby consents that any former or current employer of the applicant, whether named in this application or not, may release all employment records of the applicant to the District.

I hereby authorize the district to inquire and verify any information contained on this application for employment, and the district shall not be liable for any damages which may result from such inquiry or verification. I understand that making any misleading or untruthful statement on this application may result in my dismissal. If accepted for employment I understand that this application will become a permanent part of my personnel records.

Signature (Full Name)

Date

In compliance with Federal and State equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.

Napoleon Community Schools
APPLICATION FORM
Attachment A
(Must be Signed and Included with All Applications)

Notice of Handicapper Rights

Michigan law requires that you notify the Napoleon Community School District in writing within 182 days after you know or should have known that an accommodation for a handicap will be necessary to permit you to perform the duties of the position for which you are applying.

Notice of Medical Examination

Any job you are offered by the Napoleon Community School District will be conditional on the results of a medical examination if one is requested by the Napoleon Community School District. The medical exam will be completed before you begin work on your job.

APPLICANT'S CERTIFICATION AND AGREEMENT

Read the following carefully before signing this application for employment

1. **Certification of Truthfulness:**

I certify that all statements on this Application for Employment are made truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false, will be sufficient reason for not being employed or if employed, may result in my dismissal.

2. **Pre-employment and Investigation Applicant Acknowledgement, Authorization, Consent, and Release:**

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

Also, I do hereby authorize and consent to agents of Napoleon Community Schools to contact any child protection agencies or registries, law enforcement authorities, and/or judicial authorities and to make pre-employment inquiries 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.

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 employers, upon the request of the agents of Napoleon Community Schools conducting the pre-employment investigation.

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 Napoleon Community Schools pursuant to the pre-employment investigation from any and all claims and/or liability whatsoever for any damages and/or consequences which may result therefrom.

I do hereby release Napoleon Community Schools, its individual Board members, 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 and/or physical examination, including the drug screening test (if applicable), related to my consideration for employment with Napoleon Community Schools.

READ CAREFULLY, THIS DOCUMENT CONTAINS A RELEASE.

Date _____

(Full Name – Please Print)

WITNESSES:

SIGNATURE

Signature of Applicant

3. Physical Examination and Testing:

I agree to submit, upon request, for physical examination by the district's physician and to execute appropriate releases for that purpose. In addition, I agree to submit to a pre-employment substance screening test and to all searched and substance testing if requested by the district. I also agree to participate in any aptitude or other testing the district believes will assist in hiring or placement decisions.

4. Criminal Records Clerk:

I agree to execute an authorization for this employer to secure criminal conviction history and record of referrals to first offender programs from the appropriate law enforcement agency, should the Board determine it is necessary to do so

Signature of Applicant

Date

Napoleon Community School District is an equal opportunity employer

Return application and all materials to:

James E. Graham, Superintendent
Napoleon Community Schools
200 West Street, P.O. Box 308
Napoleon, MI 49261
(517) 536-8667