

# L'Anse Area Schools

## Application - Support Staff



### APPLICANT INFORMATION:

Name (Last, First, M.I.):	Current Street Address:
Social Security Number:	City: State: Zip:
Telephone Number: Cell Phone Number:	Mailing Address: (If different than street address)
Email Address:	City: State: Zip:
Position Applying For:	Date Available for Employment with this District:
Are you Currently Under Contract? If so, Explain:	Have you previously filed an application with this district? If so, on what date?

Are you a U.S. citizen? Yes\_ No\_\_\_ If not, do you have an entry permit that allows you to lawfully work in the U.S.? Yes\_ No\_\_\_

### POSITION(S) DESIRED:

- |   |  |   |                                      |
|---|--|---|--------------------------------------|
| <b>Office Staff:</b>                                  | <b>Food Service:</b>                           | <b>Custodial:</b>                           | <b>Aide:</b>                         |
| <input type="checkbox"/> Building Secretary           | <input type="checkbox"/> Part time Cook        | <input type="checkbox"/> Custodian          | <input type="checkbox"/> Regular Ed. |
| <input type="checkbox"/> Part-time Building Secretary | <input type="checkbox"/> Full time Cook        | <input type="checkbox"/> Part time Cleaner  | <input type="checkbox"/> Special Ed. |
| <input type="checkbox"/> Business Services            | <input type="checkbox"/> Substitute Cook       | <input type="checkbox"/> Substitute Cleaner | <input type="checkbox"/> Library     |
| <input type="checkbox"/> Administrative Assistant     | <input type="checkbox"/> Supervisor            | <input type="checkbox"/> Supervisor         | <input type="checkbox"/> Substitute  |
| <input type="checkbox"/> Business Services Director   |  |   |                                      |
| <input type="checkbox"/> Financial Assistant          | <input type="checkbox"/> Other Position: _____ |   |                                      |

**\*GENERAL INFORMATION\*** (All applicants must complete this portion)

### Educational Background:

High School Attended: \_\_\_\_\_  
(Name) (Address) (City, State, Zip)

Did you graduate? \_\_\_\_\_ No. of years attended if not a graduate: \_\_\_\_\_ Do you have a G.E.D.? \_\_\_\_\_

Vocational School: \_\_\_\_\_ Address: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Courses taken: \_\_\_\_\_

Did you receive certification or degrees as a result of such attendance? \_\_\_\_\_

Identify: \_\_\_\_\_

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

Did you graduate? \_\_\_\_\_ Degree: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**Work Experience:** *(List most recent first)*

Firm or Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Dates there: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Firm or Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Dates there: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Firm or Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Dates there: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**List Three (3) References from Work Experience:**

Name	Position	Address	Phone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**List Three (3) Personal References:** *(Who are not related to you)*

Name	Address	Occupation	Phone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been fired or disciplined? \_\_\_\_\_ If so, why? \_\_\_\_\_



# L'Anse Area Schools

## Background Check – Release of Information



Name (First, Middle, Last)	Current Address (Street Address)		
Other Names(s) Used: (ex. Maiden)	City:	State:	Zip:
Other Name(s) Used:	Former Address: (1)		
Social Security Number:	City:	State:	Zip:
Driver's License Number:	State:	Former Address: (2)	
Date of Birth:	Place of Birth (City, State, County)	City:	State: Zip:
Primary Phone: ( ) ( )	Alternate Phone: ( ) ( )	Email:	

**APPLICANT INSTRUCTIONS:** Please read this disclosure and consent form carefully before signing. You will be provided with a copy of this form at any time upon request.

### Notice Regarding Background Investigation

L'Anse Area Schools District may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a consumer report and/or an Investigative consumer report, which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with resources such as your neighbors, friends, or associates, including motor vehicle record (or driving record) checks, workers compensation records, credit bureau files, employment references, personal references, drug screening, any educational and licensing Institution or military branch and to receive any criminal record information pertaining to you which may be in the files of any Federal, State or Local criminal justice agency in Michigan or any other State. These reports may be obtained at any time after receipt of your authorization and, if you are approved, throughout your employment or volunteering. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any Investigative consumer report. All results will be kept CONFIDENTIAL. The information obtained will not be provided to any parties other than to designated L'Anse Area Schools District personnel.

### Disclosure and Consent Concerning Consumer Reports for Employment Applications and Volunteer Purposes

This consent and release has been provided to you for this employer to request a consumer report or investigate consumer reports in connection with your application for employment or volunteering, or during the course of your employment or volunteering, if any.

According to the Fair Credit Reporting Act, if any adverse decision is made with regard to application for employment/volunteering, based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, you are entitled to receive a copy of this report upon written request, and a disclosure of the nature and scope of the investigative report. Your signature below indicates that you have carefully read and understand that a consumer report or investigative consumer report regarding you may be requested and reviewed for employment/volunteer purposes, including any future decisions concerning your employment, promotion or retention as an employee/volunteer. Additionally, your signature below reflects your understanding that such consent will remain indefinitely until you revoke it in writing.

### Consent Statement

I have carefully read and understand this disclosure and consent form and by my signature consent to the release of consumer or investigative consumer reports, as defined above in conjunction with my application. I further understand this consent will apply during the course of my employment, should I obtain such employment; or for during the course of my volunteering, and that such consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so. I further understand that any and all information contained in my job application or volunteer application, or otherwise disclosed to this employer by me may be utilized for the purpose of obtaining the consumer report or investigative consumer reports requested by the employer and confirm that all such information is true and correct.

I, the undersigned, do hereby certify that the information provided by me for the purpose of employment or volunteer work is true and complete to the best of my knowledge. I understand that any false statements will be considered as a cause for possible dismissal.

I, authorize Corporate Security Solutions, to disclose orally and in writing the results of this verification process and/or interview to authorized representatives of the L'Anse Area Schools District. I do hereby agree to forever release and discharge the District, or agent, Corporate Security Solutions and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint arising from the retrieving and reporting of information.

### Acknowledgement and Authorization

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and summary of my rights under the Fair Credit Reporting Act, and certify that I have read and understand both. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment, or volunteer work. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service, bureau, employer, or insurance company to furnish any and all background information requested by the consumer reporting agency, another outside organization acting on behalf of Employer, and/or Employer itself.

Applicant Name Typed or Printed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_