

**COLDWATER COMMUNITY SCHOOLS
ADMINISTRATIVE APPLICATION**

POSITION APPLYING FOR: _____

Name of Applicant _____ Date _____

Address _____ Phone (____) _____ Soc Sec# _____

How long at current address: _____ Present or last salary _____ Are you now employed _____

When will you be available _____

EDUCATION (List most recent first)

<u>Colleges or Universities</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Degree Rec'd</u>	<u>Majors</u>	<u>Minors</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TEACHING CERTIFICATION:

<u>Subjects you are certified to teach in Michigan</u>	<u>Type of certification held</u>	<u>Date issued</u>	<u>Date expires</u>
_____	_____	_____	_____

Do you hold Michigan tenure _____ Military Service Branch _____ Rank _____ From _____ To _____

Can you perform the duties of this position? _____ without accommodations or _____ with accommodations.

ADMINISTRATIVE CERTIFICATION:

Type of certification held _____ Date issued _____ Date expires _____

EMPLOYMENT HISTORY: (List most recent first)

<u>Employer</u>	<u>Address</u>	<u>Employment dates</u>	<u>Position held</u>	<u>Reason for leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFERENCES

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Position</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER QUALIFICATIONS)

Please explain any of your other qualifications which may be helpful in performing the duties of the position. Do not mention age, sex, marital status, religion, race, color, or national origin.

Pursuant to Public Act 68 of 1993, I _____ represent that (check one below)

I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crime.

I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes. **List all.**
(Use a separate sheet to explain nature of conviction, date, and court).

- a)
- b)
- c)

I understand and agree that pursuant to Public Act 68 of 1993:

- 4. the Board of Education of the school district (the "School") must request a Criminal History Check on me from the Central Records Division of the Michigan State Police and the Federal Bureau of Investigation: and
- 5. until both reports are received and reviewed by the School, I am regarded as a conditional employee: and
- 6. if the report received from the Michigan State Police and/or the Federal Bureau of Investigation is not the same as my representation(s) above, respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the School.

I HEREBY AUTHORIZE THE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. PERMISSION IS GIVEN TO CONTACT REFERENCES AND EMPLOYERS AND TO COMPLETE A CRIMINAL HISTORY SEARCH PURSUANT TO PRE-EMPLOYMENT SCREENING PROCESS. I UNDERSTAND THAT THIS APPLICATION WILL BECOME PART OF MY PERMANENT FILE AND THAT ANY MISREPRESENTATION, MISLEADING OR UNTRUTHFUL STATEMENT OR OMISSION IS CAUSE FOR DISMISSAL.

All information on this application is truthful to the very best of my knowledge.

Signature _____ **Date** _____

RETURN APPLICATION TO: Superintendent's Office, Coldwater Community Schools, 401 Sauk River Dr. Coldwater, MI 49036

The Coldwater Community School District is an equal opportunity employer. Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex or handicap.