

**Application for Employment
(Non-Professional)**

**Reading Community Schools
223 Strong - PO Box 330, Reading, MI 49274
517-283-2166**

Personal Information

Name: _____ Date: _____

 Last First Middle

Address: _____ Telephone: _____

 Street City State Zip

Person to be notified in case of emergency: _____

Address: _____ Telephone: _____

 Street City State ZIP

18 Years old or older? Yes _____ No _____ Are you a United States Citizen? Yes _____ No _____

Military Experience

United States Military Service: Have you ever served in the Armed Forces of the United States? _____

Branch of Service: _____ Date Entered: _____ Date Discharged: _____

Highest Rank/Rating Held: _____

Educational Experience

High School / College Name and Address	Number of Years Attended?	Did you Graduate ?	Degree	Major Study	Field of

Are you a student at the present time? _____

Type of Employment Desired: 1. _____ 2. _____

Hourly wage rate expected: _____ Date Available To Start: _____

Are you interested in year-round employment? _____ Part-time? _____

Skills and experiences relevant to position desired: _____

If now employed, may we inquire of your employer? Yes _____ No _____

Employment Experience

Present or Last Position: _____ Name of Company _____

Address: _____ Company Phone Number: _____

Dates employed: _____ Salary _____ per _____

Name of Supervisor _____ Reason for Leaving: _____

Your duties: _____

Former Position: _____ Name of Company _____

Address: _____ Company Phone Number: _____

Dates employed: _____ Salary _____ per _____

Name of Supervisor _____ Reason for Leaving: _____

Your duties: _____

Attach Additional List if Necessary

Have you ever been convicted of (or pleaded no contest to) a felony or misdemeanor other than a minor traffic violation? Yes _____ No _____ if yes, give details: _____

Are you presently under arrest for a pending felony charge? Yes ___ No ___ If yes, give details: _____

List Two References (Not Relatives):

Name	Address	Business	Telephone

I hereby certify that the information provided in this application and other application materials are true and complete to the best of my knowledge. I also understand that the submission of this application does not assure me of an interview or any further consideration for employment with Reading Community Schools. I understand that if employed, falsified statements on this application and related materials shall be sufficient cause for dismissal. I authorize Reading Community Schools to inquire and verify any information contained in this application and related materials and the district shall not be liable for any damages which may result from such inquiry or verification.

Furthermore, should I be conditionally offered employment in a position with Reading Community Schools, I do hereby acknowledge that I may be required to undergo a physical examination as a precondition and prerequisite to my employment with Reading Community Schools, and I do hereby authorize and consent to do so as required. I also authorize Reading Community Schools to obtain a criminal records check required by P.A. 00 of 1992 and/or Board Policy.

Further, I do hereby acknowledge, authorize, and consent to the release of the criminal records check and test results and other medical information obtained by the physical examination to the officials, administrative authorities, and agents of Reading Community Schools for review and inspection which will be considered and may govern the final decision and determination of whether I will be employed or not.

I do hereby acknowledge and understand that if I refuse at any time to submit to the criminal records check, or to any portion of the physical examination, I will not be hired.

Signature of Applicant: _____ Date: _____

The Reading Community School District Board does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other legally protected status in its employment decisions or the provision of services.