

**Application for Employment  
(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 Preparation**

University Attended (undergraduate) \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_  
Date Graduated \_\_\_\_\_ Degree \_\_\_\_\_

University Attended (graduate) \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_  
Date Graduated \_\_\_\_\_ Degree \_\_\_\_\_

Michigan Certificate Held \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of College or University that has your Most Complete Record on File \_\_\_\_\_

Name under Which Credentials Are Filed: \_\_\_\_\_

**Teaching Experience**

Name of School	Grades / Subjects Taught	Dates	Name of Supervisor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Other 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 Three References (Including Teachers, Principals, and Superintendents under whom you have taught):

\_\_\_\_\_  
Name Address Business Telephone

\_\_\_\_\_  
Name Address Business Telephone

\_\_\_\_\_  
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. If accepted for employment I understand that this application will become a permanent part of my personnel file.

I also authorize Reading Community Schools to obtain a criminal records check required by P.A. 00 of 1992 and/or Board Policy and information obtained will be considered and may govern the final decision and determination of whether I will be employed or not.

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.