

# MASON COUNTY CENTRAL SCHOOL DISTRICT

300 W. Broadway ♦ Scottville, MI 49454

(231) 757-3713

www.mccschools.com



## Application for Employment

| APPLICANT INFORMATION                     |  |                              |                             |   |                             |
|---|--|------------------------------|-----------------------------|---|-----------------------------|
| Last Name                                 |  | First                        |                             | M.I.  | Date                        |
| Address                                   |  |                              |                             | Apt / PO Box  |                             |
| City                                      |  |                              | State                       |   | Zip                         |
| Phone ( )                                 |  |                              | Date Available              |   |                             |
| E-mail Address                            |  |                              |                             |   |                             |
| Position Applying for                     |  |                              |                             |   |                             |
| Are you a citizen of the United States?   |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the United States? |                             |
|   |  |                              |                             | YES <input type="checkbox"/>                            | NO <input type="checkbox"/> |
| Have you ever worked for MCC Schools?     |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, when? _____                                     |                             |
|   |  |                              |                             | If yes, name? _____                                     |                             |
| Have you ever been convicted of a felony? |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain   |                             |

| EDUCATION                 |          |                              |                              |                                |        |
|---------------------------|----------|------------------------------|------------------------------|--------------------------------|--------|
| High School (most recent) |          | City                         |                              | State                          |        |
| # of Years Attended       | Diploma? | YES <input type="checkbox"/> | NO <input type="checkbox"/>  | If no, highest grade completed |        |
|                           | GED?     | YES <input type="checkbox"/> | NO <input type="checkbox"/>  |                                |        |
| College                   |          | City                         |                              | State                          |        |
| From                      | To       | Did you graduate?            | YES <input type="checkbox"/> | NO <input type="checkbox"/>    | Degree |
|                           |          |                              |                              | Major<br>Minor                 |        |
| Other                     |          | City                         |                              | State                          |        |
| From                      | To       | Did you graduate?            | YES <input type="checkbox"/> | NO <input type="checkbox"/>    | Degree |

| REFERENCES  |              |
|---|--------------|
| <i>Please list three professional references.</i> |              |
| Full Name   | Relationship |
| Company   | Phone ( )    |
| Address   |              |
| Full Name   | Relationship |
| Company   | Phone ( )    |
| Address   |              |
| Full Name   | Relationship |
| Company   | Phone ( )    |
| Address   |              |

**MASON COUNTY CENTRAL  
SCHOOL DISTRICT**

Application for Employment – Page 2

|           |       |      |      |
|-----------|-------|------|------|
| Last Name | First | M.I. | Date |
|-----------|-------|------|------|

**EMPLOYMENT HISTORY....MOST RECENT FIRST**

|  |  |    |  |                              |                             |               |    |
|--|--|----|--|------------------------------|-----------------------------|---------------|----|
| <b>Company</b>   |  |    |  |                              | Phone                       | (    )        |    |
| Address  |  |    |  |                              | Supervisor                  |               |    |
| Job Title  |  |    |  | Starting Salary              | \$                          | Ending Salary | \$ |
| Responsibilities   |  |    |  |                              |                             |               |    |
| From   |  | To |  | Reason for Leaving           |                             |               |    |
| May we contact your previous supervisor for a reference? |  |    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |               |    |
| <b>Company</b>   |  |    |  |                              | Phone                       | (    )        |    |
| Address  |  |    |  |                              | Supervisor                  |               |    |
| Job Title  |  |    |  | Starting Salary              | \$                          | Ending Salary | \$ |
| Responsibilities   |  |    |  |                              |                             |               |    |
| From   |  | To |  | Reason for Leaving           |                             |               |    |
| May we contact your previous supervisor for a reference? |  |    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |               |    |
| <b>Company</b>   |  |    |  |                              | Phone                       | (    )        |    |
| Address  |  |    |  |                              | Supervisor                  |               |    |
| Job Title  |  |    |  | Starting Salary              | \$                          | Ending Salary | \$ |
| Responsibilities   |  |    |  |                              |                             |               |    |
| From   |  | To |  | Reason for Leaving           |                             |               |    |
| May we contact your previous supervisor for a reference? |  |    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |               |    |

**MILITARY SERVICE**

|   |  |  |  |                   |      |  |    |  |
|---|--|--|--|-------------------|------|--|----|--|
| Branch                                  |  |  |  | Dates of Service  | From |  | To |  |
| Rank at Discharge                       |  |  |  | Type of Discharge |      |  |    |  |
| If other than honorable, explain        |  |  |  |                   |      |  |    |  |
| Reserve Status include any requirements |  |  |  |                   |      |  |    |  |

**MASON COUNTY CENTRAL  
SCHOOL DISTRICT**

Application for Employment – Page 3

|           |       |      |      |
|-----------|-------|------|------|
| Last Name | First | M.I. | Date |
|-----------|-------|------|------|

| <b>PROFESSIONAL / TEACHING APPLICANTS</b>   |  |            |  |                    |                  |                      |       |  |     |
|---|--|------------|--|--------------------|------------------|----------------------|-------|--|-----|
| <b>Teaching Experience</b>  |  |            |  |                    | Name of District |                      |       |  |     |
| Address   |  |            |  | City               |                  |                      | State |  | Zip |
| Grades / Subjects Taught  |  |            |  |                    |                  |                      |       |  |     |
| From  |  | To         |  | Reason for Leaving |                  |                      |       |  |     |
| <b>Teaching Experience (cont.)</b>  |  |            |  |                    | Name of District |                      |       |  |     |
| Address   |  |            |  | City               |                  |                      | State |  | Zip |
| Grades / Subjects Taught  |  |            |  |                    |                  |                      |       |  |     |
| From  |  | To         |  | Reason for Leaving |                  |                      |       |  |     |
| <b>Teaching Experience (cont.)</b>  |  |            |  |                    | Name of District |                      |       |  |     |
| Address   |  |            |  | City               |                  |                      | State |  | Zip |
| Grades / Subjects Taught  |  |            |  |                    |                  |                      |       |  |     |
| From  |  | To         |  | Reason for Leaving |                  |                      |       |  |     |
| <b>What Michigan certificate(s) do you hold?</b>  |  |            |  |                    |                  |                      |       |  |     |
| Type  |  | Issue Date |  | Expiration Date    |                  | Grade / Subject Area |       |  |     |
| <input type="checkbox"/> Professional   |  |            |  |                    |                  |                      |       |  |     |
| <input type="checkbox"/> Provisional  |  |            |  |                    |                  |                      |       |  |     |
| <input type="checkbox"/> Vocational   |  |            |  |                    |                  |                      |       |  |     |
| <input type="checkbox"/> Other  |  |            |  |                    |                  |                      |       |  |     |
| Please list any states other than Michigan in which you are certified   |  |            |  |                    |                  |                      |       |  |     |
| Before final consideration for employment, the applicant must have on file in the personnel office, a complete transcript of college credits, placement references and evidence of eligibility for certification. |  |            |  |                    |                  |                      |       |  |     |

**MASON COUNTY CENTRAL  
SCHOOL DISTRICT**

Application for Employment – Page 4

|           |       |      |      |
|-----------|-------|------|------|
| Last Name | First | M.I. | Date |
|-----------|-------|------|------|

| <b>APPLICANTS DESIRING A DRIVING POSITION</b>   |                             |                              |                       |         |
|---|-----------------------------|------------------------------|-----------------------|---------|
| Operator's License #  |                             |                              | Chauffeur's License # |         |
| Issued by State of  |                             |                              | Expiration Date       |         |
| Has your operator's license ever been revoked?  | NO <input type="checkbox"/> | YES <input type="checkbox"/> | When?                 | Explain |
| Have you ever been arrested for violating a traffic law?  | NO <input type="checkbox"/> | YES <input type="checkbox"/> | When?                 | Explain |
| The Michigan Department of Transportation regulations require drug and/or alcohol screening of transportation personnel.  |                             |                              |                       |         |
| Mason County Central School District participates in a random drug and/or alcohol screening program. All transportation personnel, both regular and substitute are placed in the pool for random testing. |                             |                              |                       |         |

*In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Mason County Central School District that no person shall, on the basis of race, color, religion, gender, age, sexual orientation, national origin or disability, be excluded from participation, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment*

| <b>DISCLAIMER AND SIGNATURE</b>   |  |  |      |
|---|--|--|------|
| I certify that my answers are true and complete to the best of my knowledge.  |  |  |      |
| If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |  |  |      |
| Signature   |  |  | Date |

**PLEASE NOTE:**

The additional following documents must be completed before any offer of employment. Please complete and submit with your application

- Current/Former Employer Unprofessional Conduct Form
- PA 68 Form

**MASON COUNTY CENTRAL SCHOOLS**  
**300 W. Broadway**  
**Scottville, MI 49454**  
**(231) 757-3713**

Act No. 451 of Michigan Public Acts of 1976 as amended by Section 1230b

**AUTHORIZATION AND RELEASE**  
**(Disclosure of Unprofessional Conduct Form)**

Mason County Central Schools shall not hire an applicant who does not sign this authorization and release, in accordance with the requirements described in Michigan Act 451 of Public Acts of 1976, Section 1230b.

I, (print name), \_\_\_\_\_, the undersigned applicant for employment with the Mason County Central School District, authorize my current/former employer(s) to disclose any unprofessional conduct by me and to make available to the Mason County Central School District copies of all documents which relate to any unprofessional conduct in my personnel records maintained by my current or former employer(s).

I understand that this authorization and release applies to any act of “unprofessional conduct” as that term is defined in Section 1230b of the Revised School Code, meaning “one or more acts of misconduct; one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor”. (A criminal conviction is not an essential element of determining whether or not a particular act constitutes “unprofessional conduct”)

In addition, I release my current or former employer(s) and their employees acting on their behalf from all liability for providing the information described in the authorization to Mason County Central School District.

Finally, I waive the right to receive written notice (specified by Section 6 of the Bullard-Plawecki Employee Right to Know Act) from my current or former employer(s) for the disclosure of the information described in the authorization to Mason County Central School District.

|                     |  |                   |  |
|---------------------|--|-------------------|--|
| Date of birth       |  | Social Security # |  |
| Applicant Signature |  | Date              |  |
| Witness Signature   |  | Date              |  |

# MASON COUNTY CENTRAL SCHOOLS

## Form PA68

Pursuant to Public Act 68 of 1993 and Public Act 83 of 1995, I \_\_\_\_\_  
represent that (check one):

- I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.
- I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes  
(use separate sheet to explain nature of conviction, date and court):

➤ \_\_\_\_\_

➤ \_\_\_\_\_

➤ \_\_\_\_\_

I understand and agree that pursuant to Public Act 68 of 1993 and Public Act 83 of 1995:

- (1) the Board of Education of the school district or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and the Federal Bureau of Investigation (F.B.I.);
- (2) until that report is received and reviewed by the School, I am regarded as a conditional employee; and
- (3) if the report received from the Michigan Department of State Police or the F.B.I. 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 revocable at the option of the School.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**ADVISORY:** In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged teaching certificate, school administrator certificate, other State Board of Education approval, or a certificate or approval of another person for the purpose of obtaining employment.