



RIVER VALLEY SCHOOL DISTRICT

15480 Three Oaks Road
Three Oaks, MI 49128
269-756-9541 or 269-426-4415

Equal Opportunity Employer

APPLICATION FOR CUSTODIAL POSITION

This form must be filled out completely. Your application will be on file for 6 months.

PERSONAL HISTORY

Name _____
Last First Middle Maiden

Address _____
Street

City State Zip Code

Home Phone _____ Business Phone _____ Are you 18 years old or older? _____

May we contact you at your present business phone number? Yes No

Lawfully authorized to work in U.S.? _____

If your address or phone number will change, please list an alternate address or phone number where you can be reached and the effective date.

MEDICAL HISTORY

Is there any reason you may be unable to perform the position desired? Yes No

If yes, explain: _____

Are you under medical care at this time? _____ If yes, explain _____

Have you ever collected compensation for an accident or injury? _____

If yes, explain: _____

EDUCATION BACKGROUND

	Name and Location	Major	Minor	Grade Point Average	Degree Granted
High School					
College					
College					

EMPLOYMENT INFORMATION (most recent)

Employer	Telephone
Address	Employed From To
Supervisor	Supervisor's Title
Describe Your Work	Reason for Leaving

Employer	Telephone
Address	Employed From To
Supervisor	Supervisor's Title
Describe Your Work	Reason for Leaving

Employer	Telephone
Address	Employed From To
Supervisor	Supervisor's Title
Describe Your Work	Reason for Leaving

LIST RECENT SIGNIFICANT PROFESSIONAL DEVELOPMENT (classes, conferences, committees, workshops)

Kind	Where Held	Dates

PROFESSIONAL AND/OR COMMUNITY AFFILIATIONS In what organizations have you taken a leadership role? Explain.

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LIST SKILLS YOU HAVE THAT WOULD BENEFIT YOU IN THIS POSITION

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REFERENCES - Please do not list relatives

Name	Address	Phone Number	Position

Are you able to perform the essential functions of the job for which you are applying without accommodations?

Yes No

Have you ever been discharged from employment for any reason? Yes No

If yes, please explain. _____

Have you ever entered into a separation, severance or settlement agreement related to your employment with any employer?

Yes No

If yes, please explain. _____

Have you ever been asked to resign or been refused re-employment? Yes No

If yes, please explain. _____

Have you been convicted of a misdemeanor or felony? Yes No

If yes, please explain. _____

Do you have any felony charges pending? Yes No

If yes, please explain. _____

Notice To All Applicants

Before any applicant can begin work, the person must be able to verify, under federal law, that he or she is authorized to work in the United States. All applicants offered a position with River Valley School District will have to document their authorization to work before the hiring process will be complete.

All applicants are being notified at this time that, if selected for hire, it will be their responsibility to provide River Valley School District with documentation showing their right to work. River Valley School District is giving you this notice so you may have those documents ready if you should be offered a position. The documents will be reviewed by the Superintendent's Office at the time a conditional offer of employment is made.

Notice of Handicapper Rights

Michigan law requires that you notify River Valley School District in writing within 182 days after you know or should have known that an accommodation for handicap will be necessary to permit you to perform the duties of the position for which you are applying. Submitting a request will not affect your consideration for employment or be addressed unless an offer of employment is made.

APPLICANT'S CERTIFICATION AND AGREEMENT

READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FOR EMPLOYMENT

1. Certification of Truthfulness

I certify that all statements on this Application for Employment are made truthfully and without evasion, and I further understand and agree that such statements may be investigated and if found to be false, will be sufficient reason for not being employed or if employed, are sufficient basis for my dismissal.

2. Authorization for Investigation, Release and Waiver

I authorize River Valley School District to conduct an investigation of me, including but not limited to all statements made by me in this application. I authorize all sources of information, including the references I have listed above, any prior or current employer of mine, any educational institution, and anyone else contacted by River Valley School District to give it any and all information concerning me and my previous employment, including any disciplinary information and any other information concerning they may have, personal or otherwise. I release River Valley School District and all sources of information from all liability for any damage that may result from furnishing information to River Valley School District. Also, I hereby waive written notice to me that employment information is being provided by any person or organization. A photostatic copy of this Authorization, Release and Waiver shall be considered as effective and valid as the original.

3. Criminal Records Check

I agree to execute an authorization for River Valley School District to secure criminal conviction history and a record of referrals to first offender programs from the appropriate law enforcement agency, should the Board of Education determine it is necessary to do so.

4. Alcohol and Controlled Substance Testing

In order to fulfill the pre-employment requirements set forth by the River Valley School District, I agree to undergo an alcohol and controlled substance testing procedure done at a medical facility designated by the school district.

Dated _____

Applicant Signature

*River Valley School District is an equal opportunity employer in compliance with the laws prohibiting discrimination based on race, sex, national origin, age, religion, height, weight, marital status and handicap. **Minority candidates are encouraged to apply.***

Return application to:

River Valley School District
Superintendent's Office
15480 Three Oaks Road
Three Oaks, MI 49128
(269) 756-9541

PLEASE READ CAREFULLY
APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby authorize the District to inquire about and verify any information contained on this application for employment, to seek comments from former or current employers, and to review previous personnel records.

The applicant does hereby authorize any current or previous employer(s) to disclose to the District any unprofessional conduct by the applicant. Likewise, any current or previous employer shall not be held liable for reporting to the District any unprofessional conduct by the applicant or for making available copies of all documents in the applicant's personnel record relating to unprofessional conduct. The applicant also waives the right to any written notice required by the Bullard-Plawecki Employees Right-To-Know Act.

The District shall not be liable for any damages which may result from inquiry of verification.

I understand that making any misleading or untruthful statements on this application may later result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

Signature

Date

This application should be returned to:

River Valley School District
Superintendent's Office
15480 Three Oaks Rd.
Three Oaks, MI 49128

Michigan Handicapper's Civil Rights Act requires a handicapper needing accommodations for employment to notify in writing, the River Valley School District, Superintendent's Office, within 182 days after the need is known when accommodation is needed to perform the job which you seek.

The River Valley School District is an Equal Opportunity Employer.