

EMPLOYMENT APPLICATION FOR CLASSIFIED PERSONNEL

Personal Information

Name _____
 Last First Middle Initial (Maiden)

Social Security # _____ - _____ - _____ Driver's License # _____

Address _____
 Street City State Zip code

Phone # () _____ () _____
 Home Work

Do you have any family members that are currently working or have worked for the District? _____
 If yes to above, please state their name, relationship to you and any other information you wish

Employment Desired

Position _____ Date Available _____

Are you interested in year-round employment? _____ Yes _____ No _____ Part-Time

Currently employed? ___ Yes ___ No If yes, may we contact current employer? ___ Yes ___ No

If we have no full-time position open, would you be interested in substituting? _____ Yes _____ No

Are you able to perform the duties of the job for which you are applying with or without reasonable accommodation? _____ Yes _____ No

What kind of work are you interested in? (Check all positions you are interested in.)

- ___ Bus Assistant ___ Bus Driver ___ Crossing Guard ___ Latchkey
 ___ Custodian ___ Food Service ___ Lunch/Playground ___ Other _____
 ___ Mechanic ___ Secretary ___ Teacher Aide

Education

	Name	City/ State	Years Attended	Graduation Date	Course of Study & Degree Obtained
High School					
College					
Additional Training or Courses taken					

References

Please list below the names of two (2) work references and one (1) character reference (other than relatives), include addresses, phone numbers, and relationship to you.

	Name	City/State	Phone No.	Relationship
1. (work)				
2. (work)				
3. (character)				

Employment History

Please list below the last three (3) places you were employed, explaining the kind of work you did, and the dates you worked there. Also, indicate reason for leaving.

	Most Recent Employer	Previous Employer	Previous Employer
Employer Name			
City/State			
Phone Number			
Supervisor			
Date of Employment			
Position			
Reason for Leaving			

BEDFORD PUBLIC SCHOOLS
1623 W. STERNS ROAD
TEMPERANCE, MICHIGAN 48182

734-850-6000

Fax 734-850-6099

www.bedford.k12.mi.us

CRIMINAL HISTORY CONSENT FORM

I understand that prior to an offer of employment, Bedford Public Schools will conduct a criminal history check of all applicants. Additionally, the Pupil Transportation Act, MCL 257.1853; MSA 9.3553, requires criminal history checks of all applicants for the position of school bus driver or pupil transportation vehicle driver. I authorize the district's investigating employees or agents to contact any child protection agencies or registries, law enforcement authorities, and/or judicial authorities and to make pre-employment inquiries and to obtain any information and/or records related to me to determine if I have committed or have been convicted of any crimes and if there are any felony charges pending against me, including the nature of the crimes committed and/or the pending felony charges. I further release the district, its investigating employees and agents and the sources of such criminal history background reports regarding me from any liability in connection with the disclosure or receipt of such information for purposes of processing my application for employment with the district. I further understand that the information requested below is required by the central records division of the Michigan State Police and will have no other bearing on the evaluation process. I authorize Bedford Public Schools to utilize the following information for the sole purpose of obtaining a criminal history file search.

Name: _____
Last First Middle

Maiden name or previously used names: _____

Social Security No: _____

Driver's License Number: _____

Pursuant to 1993 Public Act 68, 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.)*
 - a. _____
 - b. _____
 - c. _____

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

- a. The Board of Education of Bedford Public Schools must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police.
- b. Until that report is received and reviewed by the District, I am regarded as a conditional employee; and
- c. If the report received from the Department of State Police is not the same as my representations 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 District.

SIGNATURE _____ **DATE** _____

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**AUTHORIZATION FOR PRE-EMPLOYMENT INVESTIGATION
AND RELEASE OF PERSONNEL RECORD INFORMATION**

As an applicant for employment with the Bedford Public Schools (the "District"), I, _____, consent to a pre-employment investigation by the District to verify the contents of my application for employment and any verbal representations I made with respect to my consideration for employment with the District.

1. I authorize the District's investigating employees or agents to contact any or all of my personal references, current and former employers, education institutions attended and any other persons and organizations as deemed necessary by the District's investigating employees or agents for the purpose of making pre-employment inquiries and obtaining information concerning my character, reputation, certification, licenser, academic and/or work record and experience.
2. I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and their legal authorization to work in the United States. As a consequence, I acknowledge that any offer of employment to me is contingent on my ability to produce the required documentation within the time period required by law.
3. Further, pursuant to Section 1230b of the Revised School Code, MCL 380.1230b, and Sections 6 and 7 of the Bullard-Plawewski Employee Right to Know Act, being MCL 423.506 and 423.507, I hereby authorize my current and/or former employers to disclose to the District information contained within my personnel record, including but not limited to, information concerning unprofessional conduct by me. For purposes of this Authorization and Release, the Revised School Code defines "unprofessional conduct" to mean:

1 or more acts of misconduct; 1 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.
4. I hereby give my current and/or former employers, including agents and individuals thereof, my permission to release the above identified personnel record information without requiring my current and/or former employer to contact me or to give me written notice before disclosing the information to the requesting school district, as currently required by MCL 423.506.
5. Further, pursuant to MCL 380.1230b and common law, I hereby release for myself and my family, heirs, successors, and assigns, my current and/or former employers, including but not limited to board members, superintendents, administrators, personnel directors, employees, officers, agents, and attorneys, their successors and assigns from any and all claims, demands, causes of action, suits and any liability whatsoever, including interference with contractual relations, breach of contract, discrimination claims, intentional infliction of emotional distress or any other statutory, governmental or common law claim that I may have as a result of my current and/or former employer's disclosure of personnel record information to the District to which I have applied for employment, including, but not limited to personnel record information concerning any unprofessional conduct.

SIGNATURE _____ **DATE** _____

Please Read the Following Statements Before Signing:

I have read and fully understand the foregoing and certify that all statements contained in this application are true, correct and complete.

I understand and agree that any misrepresentations by me on this application or resume will be sufficient cause for cancellation of this application, or separation from employment.

By my signature on this application, I agree that I will settle any and all claims, disputes, or controversies arising out of or relating to my application or candidacy for employment, employment and/or cessation of employment with the Bedford Public Schools, or the Employment Dispute Resolution Plan ("EDR"), exclusively by final and binding arbitration before a neutral arbitrator. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction. Any dispute will be processed in accordance with the school district's Employment Dispute Resolution Plan. By way of example only, such claims include claims under federal, state, and local statutory or common law, such as the Elliot-Larsen Civil Rights Act, MCL 37.2101 *et seq.*, the Older Workers Benefit Protection Act of 1990, the Persons with Disabilities Act, MCL 37.1101 *et seq.*, the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, the law of contract and the law of tort. This agreement does not restrict an employee from filing a claim or charge with any state, federal or governmental agency. I understand that my agreement to participate in the EDR Plan is a condition for consideration of my employment application and for my employment.

Signature of Applicant _____ Date _____

NON-DISCRIMINATION POLICY

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 Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Bedford Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

Inquiries should be addressed to:

Director of HR/LR
1623 W. Starns Road
Temperance, MI 48182
(734) 850-6000

