



**MASON CONSOLIDATED SCHOOLS**

Human Resources Department  
2400 Mason Eagles Drive  
Erie, Michigan 48133  
734-848-9301

*Mason Eagles....Soaring to Excellence*

POSITION APPLIED FOR \_\_\_\_\_

NAME: LAST \_\_\_\_\_

FIRST \_\_\_\_\_

M.I. \_\_\_\_\_

DATE: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

◀The Mason Consolidated School District is an Equal Opportunity Employer▶

**INSTRUCTIONS TO APPLICANT**

1. Fill out entire application including information at the top of the page.
2. **All Applicants:** As a final step to hiring, you will be required to complete an Application for Employment form, a signed Authorization to Release Information, and a signed Criminal History Release Form.
3. **All Teacher and Administrative Applicants:** A completed application file should include an official college transcript(s), a copy of your certificate(s), college placement credentials, at least three letters of recommendation, and a resume.
4. Filing an Application for Employment does not imply you will be interviewed or hired but that you will be considered for vacancies based upon the stated occupational preference or other suitable position identified.
5. Applications are kept by the Human Resources Department for one year.

Address: \_\_\_\_\_

Street

City, State, and Zip

E-Mail Address

Telephone: \_\_\_\_\_

When can you begin working? \_\_\_\_\_

If you have worked under another name(s), please indicate: \_\_\_\_\_

Are you a U.S. citizen?  Yes  No If no, give visa type and immigration number: \_\_\_\_\_

◀**Education/Training/Apprenticeship Information** - (include Armed Forces Training)▶

Name and Location	Degree Completed	Degree/Date	Credit Hrs. Beyond Degree	Graduated?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No

College/University Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Do you hold a valid Teaching Certificate?  Yes  No If yes: *Michigan*  *Other*  \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 (State)

Approvals, Annual Authorization, Special Education-Disability Area(s): \_\_\_\_\_

List other valid licenses, certificates, professional registrations you hold: \_\_\_\_\_

Have you ever been granted **Michigan** Teacher Tenure?  Yes  No *If yes, name of school district:* \_\_\_\_\_

Are you presently under contract with another employer?  Yes  No *If yes, name of employer:* \_\_\_\_\_

Have you ever worked for Mason Schools before?  Yes  No *If yes, when:* \_\_\_\_\_ *Position:* \_\_\_\_\_

Have you ever received disciplinary suspension or been discharged from a position?  Yes  No *If yes, please explain:* \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony?  Yes  No *If yes, list when, where and nature of offense:* \_\_\_\_\_

I agree to permit the District to run a criminal history record search to be performed by Michigan State Police and FBI.  Yes  No

If applying for a position requiring a Michigan drivers/chauffeurs license, please provide license number: \_\_\_\_\_

Do you have a relative employed by Mason Schools?  Yes  No *If yes, give name(s):* \_\_\_\_\_

**← Employment History – Please begin with your last employer and fill out completely. →**

<u>Employer Name, Address</u>	<u>Job Duties</u>	<u>Employment Dates</u>	<u>Reason for Leaving</u>	<u>Last Salary</u>
1.  Supervisor: _____ Telephone: _____		From:  To:		

<u>Employer Name, Address</u>	<u>Job Duties</u>	<u>Employment Dates</u>	<u>Reason for Leaving</u>	<u>Last Salary</u>
2.  Supervisor: _____ Telephone: _____		From:  To:		
3.  Supervisor: _____ Telephone: _____		From:  To:		
4.  Supervisor: _____ Telephone: _____		From:  To:		

◀ **References** - List personal or business references other than prior employers and relatives. Please note your relationship to reference. ▶

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

◀ **Emergency Contact** - Please list a name, relationship and number for emergency purposes. ▶

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_  
 Daytime Phone Number: \_\_\_\_\_

Do we have your permission to contact employers, including your present employer, schools and references listed?  Yes  No

If no, please explain: \_\_\_\_\_

I represent that each answer to questions and all other information furnished is true and correct. I further represent that such answers and information are a full and complete disclosure of my knowledge regarding the information sought by Mason Schools. I understand that any incorrect, incomplete or false statements or information furnished by me may void this application or subject me to discharge at any time after employment. I authorize Mason Schools to make any investigations of my personal or employment history and authorize any and all former employers, including the Mason Schools, any person, firm, corporation, credit agency or government agency to give any information they may have regarding me to any prospective employer. In consideration of the review of my application or providing information to a prospective employer, I release the Mason Schools and all providers of information from any liability as a result of furnishing and receiving this information.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Mason Consolidated School District will comply with Titles VI and IX of the Civil Rights Act and with Section 504 of the Rehabilitation Act of 1973, as amended. No person, on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity. The Mason Consolidated School District will comply with the Michigan Persons with Disabilities Civil Rights Act and all applicable state and federal laws regarding employment and utilization of educational facilities without discrimination because of religion, race, color, national origin, height, weight, marital status or disability.

For Office Use Only:

- Original Transcript
- I-9
- Bloodborne
- Fingerprinting
- Permit
- Previous Employer Check
- Entered into SEMS
- Teaching Certificate
- Other Certificate