

Application for Employment

Teachers & Administrators

Return to:
 Administrative Services
 345 South Warren
 South Lyon, MI 48178

Applicants Full Name

(Last) (First) (Middle Initial)

Other Names

(Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record)

Present Mailing Address

(Street) (City) (State) (Zip)

Permanent Mailing Address

(Street) (City) (State) (Zip)

Telephone Numbers

()

()

Email Address

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 South Lyon Community Schools (SLCS) 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 your responsibility to provide SLCS with documentation showing your right to work. SLCS is giving you this notice so you may have those documents ready if you should be offered a position with this district. The documents will be reviewed by the Personnel Department at the time a conditional offer of employment is made.

NOTICE OF HANDICAPPER RIGHTS

SLCS actively encourages applications by qualified individuals with handicaps, and does not discriminate in its consideration of such applicants. If you believe that any accommodation of a handicap will be necessary to permit you to perform the duties of the position, Michigan law requires that you notify the Executive Director for Personnel and Communication within 182 days after you knew or should have known that the accommodation was needed. However, this does not waive my rights under the Americans with Disabilities Act 1990, as amended.

APPLICANT'S CERTIFICATION AND AGREEMENT (please read carefully)

I hereby authorize and unqualifiedly grant permission to SLCS and its administration to make pre-employment inquiries to verify the contents of my application for employment and/or the contents of my resume and any representations made verbally or in any letter of interest that I may have submitted. Further, I authorize unqualifiedly and grant permission to SLCS and its administration to contact any or all of my personal references or former or current employers to obtain information concerning my character, reputation, and/or work experience. I further authorize and unqualifiedly grant permission to SLCS and its administration to make inquiries and obtain any records from law enforcement and/or judicial authorities to determine whether any record of criminal conviction exists and whether there are any felony charges pending against me, including the nature of the offenses. I understand that if I am hired, this application will become part of my permanent file and that any misrepresentation, misleading or untruthful statement or omission is cause for dismissal.

I hereby authorize and consent to a criminal history check by the State Police and I understand that criminal history record information will be provided to SLCS and its administration for the purpose of evaluating my qualifications for employment.

Signature of Applicant

Date

MARK THE APPROPRIATE BOXES

- New Application
 Previous Application on File
 Former Employee of the School District
 Are you a U.S. citizen?
 Yes No
 If not are you eligible to work in the U.S.?
 Yes No

PERSONNEL USE ONLY

DEGREE: _____

MAJOR: _____

MINOR: _____

INDICATE POSITION(S) DESIRED FOR WHICH YOU ARE ENDORSED

- Teacher (elementary) Administrator
 Teacher (middle school) Supervisor
 Teacher (high school) Special Education
 Guidance Other (explain)
 Library/Media _____

List grade level(s) and/or subject area(s) in order of preference:

I. EDUCATIONAL AND PROFESSIONAL TRAINING (List chronologically)

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance From... To ...
High School						
College or University						

II. STUDENT TEACHING EXPERIENCE (List chronologically and include any internships.)

Name of School	School Division City/County	State	Grade Level and or Subject	Dates

III. TEACHING EXPERIENCE (List chronologically all teaching experiences. Do not include substitute teaching.)

Name of School	School Division City/County	State	Position Held Grade Level and/or Subject Taught (specify)	Dates Mo./Day/Yr. From... To ...	Total Years	Full Time	Part Time
Total Years							

IV. WORK EXPERIENCE OTHER THAN TEACHING (List chronologically And attach a sheet if necessary.)

Employer	City/County	State	Kind of Work	Dates of Employment From... To ...

V. MILITARY EXPERIENCE

Branch of Service	Occupational Specialist (MOS)	Inclusive Dates	Type of Discharge

VI. CERTIFICATION

- A. If you have been issued a Michigan certificate, please submit a photocopy (both sides) Copies enclosed? Yes No
 Type of Michigan certificate: Provisional: Elementary Continuing: Elementary Professional: Elementary
 Secondary Secondary Secondary
 Year of Expiration of Michigan Certificate _____ Endorsement(s) _____
 MTTC Tests Passed _____
- B. If you have been issued a certificate in another state, please submit a photocopy (both sides) Copies enclosed? Yes No
 State _____ Expiration Date _____ Certification/Endorsements _____
 State _____ Expiration Date _____ Certification/Endorsements _____

VII. GENERAL INFORMATION

- Month, Day, and Year available for employment _____ Are you under contract Yes No
 If yes, where? _____ Present Position _____
 If presently employed, why do you wish to change? _____
 If under contract, what type: Annual/Probationary Other (explain) _____ Continuing/Tenure
 If under contract, have you checked and can you be released if you are offered another position? Yes No
 Have you ever been refused tenure or a continuing contract? (If yes, explain on back.) Yes No
 Have you ever been discharged or requested to resign from a position? (If yes, explain on back.) Yes No
 Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, explain on back.) Yes No
 Have you ever had a certificate or license revoked or suspended? (If yes, explain on back.) Yes No
 Are there any felony charges pending against you? (If yes, explain on back.) Yes No
 Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? (If yes, explain on back.) Yes No

List all relatives employed by South Lyon Community Schools: Not Applicable

Relative Name	Relationship	Position

VIII. REFERENCES

- It is the applicant's responsibility to have the following information provided to the School District in order to be considered for employment:
- A. The names of at least three reference sources must be provided and must include current employer if employed, or last employer if not currently employed.
 - B. Unless included in Placement File, applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience.
 Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file or by listing names below.
 - C. Transcripts of college credits earned (Copies may be sent. If hired, official transcripts will be required.)
 - D. Placement File (Copies may be sent. If hired, official transcripts will be required.), and/or references are listed below.

Name of Reference	Position/Relationship	Mailing Address	Phone Number

IX. EXTRA CURRICULAR ACTIVITIES

Indicate the number of years experience in the activities listed below. Circle activities you are willing to coach/sponsor:

Extra Curricular Activities	High School Experience	College Experience	Contract Experience
Football			
Basketball			
Basketball			
Softball			
Track			
Cross Country			
Wrestling			
Hockey			
Golf			
Tennis			
Volleyball			
Soccer			

Extra Curricular Activities	High School Experience	College Experience	Contract Experience
Ski			
Competitive Cheer			
Swim and Dive			
Bowling			
Lacrosse			
Debate			
Drama			
Yearbook			
Newspaper			
Student Government			
Honor Society			
Clubs			

X. OTHER INFORMATION

Are you able to perform the specific job functions of the position for which you are applying, with or without accommodation? (If no, explain.)

Yes No

In your own handwriting, provide any additional information you desire that will afford an additional understanding of your qualifications. Your goals, objectives, philosophy, and other background factors are of special interest.

The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position or program for which application has been made.