

OFFICE USE ONLY HVS ___ EDU ___ Position(s) hired for _____ _____ Wage(s) / hr _____ Work hours/week _____ Default Position _____ Default Location: LHS ___ MHS ___ Apollo ___ Other: _____	Employment Application HVRCE Office 2360 S. Milford Road, Highland 48357 248.676.8390	 
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The Huron Valley School District is an Equal Opportunity Employer

It is the policy of the Huron Valley Schools Board of Education that no person on the basis of race, color, religion, national origin, ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity.

Position for which you are applying: _____ Date: _____

1. Name: (Last) (First) (Middle)	2. Social Security Number last 4 dig: XXX.XX. _ _ _ _
3. Address: (Street) (City) (State/Zip)	4. Primary Phone Number ()
5. E-mail Address:	6. Secondary Phone Number ()
7. Are you an American citizen? Yes ☐ No ☐	

8. Have you ever been convicted of a crime? Yes ☐ No ☐ If yes, please describe:

9. Are there any felony charges pending against you? Yes ☐ No ☐ If yes, describe:

10. Summarize special **job related skills, qualifications, licenses (expiration dates), and training acquired from other employment** that will be relevant to the position for which you are applying:

11. List any **other skills** not listed above that would benefit you as a Huron Valley employee:

12. Have you ever been dismissed from employment, refused re-employment or suspended for disciplinary reasons?
 Yes ☐ No ☐ If yes, explain:

13. Employment record (*begin with current employer*)

Name & Address	Phone	Immediate Supervisor	From	To	Type of Work

14. Education:

High school: Name _____ From _____ To _____
 Location _____

College or business school: Name _____ From _____ To _____
 Location: _____

15. Do you have reliable transportation to and from work? Yes ☐ No ☐

16. *Location preferred (pools/fitness centers only): Lakeland High School ☐ Milford High School ☐

****Employees must be willing to work at both locations when and if needed.***

17. List two references that have firsthand knowledge of your character, personality, and working ability:

A. Name _____ Position _____
 Address _____ Phone _____

B. Name _____ Position _____
 Address _____ Phone _____

Employees of all public schools in Michigan are required to join the Michigan Public School Employees Retirement System. **READ CAREFULLY BEFORE SIGNING.** Answer all applicable questions on this application. An incomplete application will be discarded.

GENERAL RELEASE

I hereby authorize Huron Valley Schools to inquire and verify any information contained in this application for employment, and the school district shall not be liable for any damages that may result from such inquiry or verification. I certify that the information contained in this application is complete and is correct to the best of my knowledge. I understand that making any misleading or untruthful statement in this application may result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personal records.

 Date

 Applicant Signature (in full)