

Harbor Beach Community School District Employment Application

1. **Position Applied For:** _____

2. **Social Security No.:** _____

3. **Full legal Name:** _____
 Last Name First Middle

4. **Home Phone:** _____ Business Phone _____

5. **Street Address:** _____

 City State Zip

6. **E-mail Address:** _____

7. **Education:**

8. Name and Location of Educational Institution:	Degree Received	Major / Specialty	Dates Attended
8a. _____	_____	_____	_____
8b. _____	_____	_____	_____
8c. _____	_____	_____	_____

9. **If you plan to complete an educational program in the future, then indicate the degree or program to be completed**

9a. Completion Date: _____

10. **Work Experience:** Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.

10a. Job Title _____
 Employer Name _____
 Employer Address _____

 Phone _____

Job Duties:

Supervisor / Manager _____
 Title _____

Final Salary _____

Dates (Month/ Year) _____ To _____

Reason for leaving:

Hours/week _____

10b. Job Title _____

Employer Name _____

Employer Address _____

Job Duties:

Phone _____

Supervisor / Manager _____

Title _____

Final Salary _____

Dates (Month/ Year) _____ To _____

Reason for leaving:

Hours / Week _____

11. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

12. **Certifications and Endorsements Held:**

Type	Endorsement Code	Granted by (College or University)

13. **References:**

List the full name, address, phone number and relationships of up to three persons that you'd like to use as a reference:

Full Name	Address	Phone Number	Relationship

14. **Miscellaneous Information:**

15. **Compliance** with the Immigration Reform and Control Act requires that you are you legally eligible for employment in the United States? Yes No.

Please note that under the Immigration Reform and Control Act of 1986, you may be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. You may also be required to provide documentation should you be employed.

16. **Veteran Status:** Are you a veteran who received an honorable discharge and has:

1. Provided more than 180 consecutive days of full time active duty in the armed forces of the United States or reserve components, including the National Guard?, or
2. Have a military service disability rating fixed by the United States Veterans Affairs?
 Yes No. If yes, did you serve during the Vietnam Conflict (2/28/61-3/7/75)? Yes No

17. **Prior Convictions:**

17a. Have you ever been convicted of any violation of law, including moving traffic violations: Yes No
If yes, then please provide the following:

Describe the Offense :

Statute / Ordinance (if known): _____ Date of Charge: _____ ; Date of Conviction _____

County, City, and State of Conviction: _____

18. **Work Start Date:** When will you be available to start work? If you are available as soon as you've given two week's notice, then no dates are necessary.

____ Month ____ Day _____ Year

19. **Job Application Certification:**

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification of this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact references and educational institutions listed on this application

Dated _____ Job Applicant Signature _____