

**Cheboygan-Otsego-Presque Isle Educational Service District**  
**6065 Learning Lane • Indian River, Michigan 49749**  
**231/238-9394 231/238-8551 (fax)**

**Application for Employment**

Name: \_\_\_\_\_  
 Present Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Permanent Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_  
 Mobile/Other: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address \_\_\_\_\_

Are you a United States citizen?  Yes  No

Are you 18 years or older?  Yes  No

Position desired: \_\_\_\_\_

Full Time  Part Time Have you submitted an application here before?  Yes  No

If yes, give date(s) and position(s) applied for: \_\_\_\_\_

Are you presently employed?  Yes  No

Name and address of present employer: \_\_\_\_\_  
 \_\_\_\_\_

When may your present employer be contacted? \_\_\_\_\_

When would you be available for a personal interview? \_\_\_\_\_

When would you be available for work? \_\_\_\_\_

<u>List High Schools, Colleges &amp; Universities Attended</u>	<u>Location</u>	<u>Degrees Received</u>	<u>Major</u>	<u>Minor</u>

**Please provide official transcript(s) from each college or university you have attended.**

<u>List all certificates, licenses, approvals, including endorsements</u>	<u>Issuing Agency</u>	<u>Issue Date</u>	<u>Expiration Date</u>

Has any certificate, license or approval held by you ever been suspended or revoked?

Yes  No If yes, please explain in detail (use separate sheets if necessary).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever requested that your present certificate, endorsement, grade level certification, approval, or license be nullified or limited?

Yes  No If yes, please explain the date of that request, the reason(s) for the request, the agency to which the request was made, and the disposition of the request.

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Are there currently any proceedings against you to suspend, revoke, limit or qualify any of the certificates, licenses, or approvals referred to above?

Yes  No If yes, please explain in detail.

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Are you presently working toward any additional certificate(s), endorsements, approvals or licenses?

Yes  No If yes, in what area and what is your expected completion date? \_\_\_\_\_

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Are you presently involved in any graduate course work not connected with a planned degree program?

Yes  No If yes, please explain the nature of course work and educational objective:

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Within the last 18 months have you had training, which you believe is pertinent to the job for which you are applying?

Yes  No If yes, please explain:

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Please identify any other professional and/or educational accomplishments or activities which you would wish considered in connection with review of this application:

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Please list experiences you have had working with young people, other than teaching.

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Please list any professional publications, monographs or similar work which should be considered in connection with your application:

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Teaching experience, not including student teaching. Attach additional sheets if necessary.

Name of Institution	Subjects Taught	Dates To/From	Highest Salary Received	Name of Supervisor	Reason for Leaving

Total years taught: \_\_\_\_\_

Work experience (including military service) other than teaching:

Name of Company	Address	Nature of Work	Employment Dates	Reason for Leaving

List three references: Do not list references who are relatives or who are included in your other credentials.

Name	Position	Address	Telephone Number

*No person shall be denied employment solely because of any disability, which is unrelated to the individual's ability to do the essential functions and duties of the job with or without accommodations.*

Are you able to perform the tasks of the job for which you are applying without accommodations?

Yes    No   If no, what accommodations would you need to perform the required tasks? \_\_\_\_\_

\_\_\_\_\_

*Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position for which you are applying will be taken into account.*

Please check any of these that apply:                      *\*Minor traffic violations do not apply.*

- Yes    No   Convicted of a felony
- Yes    No   Convicted of a misdemeanor
- Yes    No   Pled no contest to either a felony or misdemeanor
- Yes    No   Been arraigned for any criminal offense

If you marked "Yes" to any of the above, please complete the appropriate form(s). Check all that apply.

- Conviction Disclosure Form (Attachment I) is enclosed.
- Arraignment Disclosure Form (Attachment II) is enclosed.

Are there any felony charges currently pending against you?

Yes    No   If yes, please describe the nature of the pending charges, identifying the state and court where such charges are pending. \_\_\_\_\_

\_\_\_\_\_

**Cheboygan-Otsego-Presque Isle Educational Service District**  
**Pre-Employment Investigation**  
**Acknowledgement, Authorization, Consent, and Release**

I, the undersigned applicant for employment with Cheboygan-Otsego-Presque Isle Educational Service District, do hereby acknowledge, authorize, and consent to a pre-employment investigation to be conducted by the agents of Cheboygan-Otsego-Presque Isle Educational Service District for the purpose of confirming and verifying the contents of my application for employment, resume, and/or letter of interest submitted by me and/or to confirm or verify any verbal representations made or to be made by me with respect to my consideration for employment with Cheboygan-Otsego-Presque Isle Educational Service District.

Further, I do hereby acknowledge, authorize, and consent to agents of Cheboygan-Otsego-Presque Isle Educational Service District contacting any or all of my references, former or current employers, and any other persons and organizations deemed necessary by the investigating agents for the purpose of making pre-employment inquiries and obtaining information concerning my character, reputation, and/or work record and experience.

Also, I do hereby acknowledge, authorize, and consent to agents of Cheboygan-Otsego-Presque Isle Educational Service District 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 including the nature of the crimes committed and if there are any felony charges pending.

I hereby authorize and consent to the release of any information, written or verbal, and/or any documentation regarding my character, reputation, work record and experience from any person, including my present and/or former employers, upon the request of the agents of Cheboygan-Otsego-Presque Isle Educational Service District conducting the pre-employment investigation.

I do hereby waive written notice of the disclosure of any disciplinary reports, reprimands, and/or actions from my current or former employers.

Also, I do hereby release any person providing information and/or documents concerning my character, reputation, and/or work record and experiences to agents of Cheboygan-Otsego-Presque Isle Educational Service District pursuant to the pre-employment investigation from any and all claims and/or liability whatsoever for any damages and/or consequences which may result therefrom.

I hereby acknowledge and understand that if I should be employed by Cheboygan-Otsego-Presque Isle Educational Service District, my application for employment and other related information as deemed appropriate for retention will become a permanent part of my personnel file; and that if any representations, omissions, or statements made by me during the pre-employment screening process, which are contained therein, are subsequently discovered to be false or misleading, the discovery thereof may result in my discharge.

In making this application for employment I understand that an investigation may be made whereby information is obtained through personal interviews or other contacts with my neighbors, friends, or others with whom I am or have been associated or acquainted or who may have knowledge of the above information regarding me. These inquiries may include, as appropriate, information as to my character, general reputation, and personal characteristics. I understand that I have the right to make a written request of Cheboygan-Otsego-Presque Isle Educational Service District, within a reasonable period of time, to receive additional and detailed information about the nature and scope of such investigation.

I do hereby release Cheboygan-Otsego-Presque Isle Educational Service District, its individual Board members, employees, and/or agents from any and all claims and/or liability whatsoever for any damages or consequences which may result from the pre-employment investigation related to my consideration for employment with Cheboygan-Otsego-Presque Isle Educational Service District.

I understand that any offer of employment is expressly subject to and conditioned upon satisfactory completion of a Criminal History Record Check (MCLA 380.1230 and 1230a) (MCLA 257.1853 for bus drivers) and an Unprofessional/Misconduct Check (MCLA 380.1230b), where applicable.

**READ CAREFULLY. THIS DOCUMENT CONTAINS A RELEASE.**

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Full Name - Please Print	Signature of Applicant	Date
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Cheboygan-Otsego-Presque Isle Educational Service District does not discriminate against applicants or employees on the basis of race, religion, color, sex, age, height, weight, national origin, marital status or disability. A person with a disability may allege a violation regarding a failure to accommodate under the Michigan Persons with a Disability Civil Rights Act only if the person with a disability notifies the employing institution in writing of the need for accommodation within 182 days after the date the person with a disability knew or reasonably should have known that an accommodation was needed.

This application should be mailed to the COP ESD, 6065 Learning Lane, Indian River, MI 49749.  
Application is void after one year unless renewed by letter or personal call.