

# Application For Employment (Non-Professional)

**HILLSDALE COMMUNITY SCHOOLS**  
**30 South Norwood Avenue**  
**Hillsdale, Michigan 49242**  
**(517) 437-4401**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Telephone

Person to be notified in case of emergency: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Telephone

Have you passed your 18<sup>th</sup> birthday? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

IS ANY ADDITIONAL INFORMATION RELATIVE TO A DIFFERENT NAME NECESSARY TO CHECK SCHOOL OR WORK RECORDS?

If yes, explain \_\_\_\_\_

U.S. MILITARY SERVICE: Have you ever served in the Armed Forces of the United States? \_\_\_\_\_

\_\_\_\_\_ Entered \_\_\_\_\_ Discharged \_\_\_\_\_ Highest Rank/Rating Held: \_\_\_\_\_  
Branch of Service Date Date

HIGH SCHOOL/COLLEGE NAME AND ADDRESS	NO. OF YRS. ATTENDED	DID YOU GRADUATE?	DEGREE	MAJOR FIELD OF STUDY

Are you a student at the present time? \_\_\_\_\_

Type of employment desired: 1. \_\_\_\_\_ 2. \_\_\_\_\_

HOURLY wage rate expected: \_\_\_\_\_ Date available: \_\_\_\_\_

Referred by: \_\_\_\_\_

Are you interested in year-around employment? Yes \_\_\_\_\_ No \_\_\_\_\_ Part-time \_\_\_\_\_

Skills and experiences relevant to position desired. Please list areas in which you feel competent. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If now employed, may we inquire of your employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**PRESENT OR LAST POSITION:** Name of Company \_\_\_\_\_

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

Dates employed: \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Your duties: \_\_\_\_\_

Phone: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**FORMER POSITION:** Name of Company \_\_\_\_\_

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

Dates employed: \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

**FORMER POSITION:** Name of Company \_\_\_\_\_

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

Dates employed: \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

ATTACH AN ADDITIONAL LIST IF NECESSARY

Have you ever been convicted of (or pleaded no contest to) a felony or misdemeanor other than a minor traffic violation?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details: \_\_\_\_\_

Are you presently under arrest for a pending felony charge? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details: \_\_\_\_\_

LIST TWO REFERENCES (Not Relatives):

Name	Address	Business	Telephone

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I hereby affirm that the information provided in this application is true and correct to the best of my knowledge and understand that any falsification of the information contained herein may serve as the basis for rejection of said application and/or termination of employment. In addition, I fully understand that my employment is contingent upon compliance with any conditions, rules, or regulations required by the Hillsdale Community Schools. I understand that prior experience and education attainment as of this date as listed in this application is complete, and no additional claims will be made following employment.

I hereby authorize educational institutions, employers, law enforcement authorities, organizations, and individuals having relevant information concerning me to release all information from their files or other sources pertaining to my personal background including, but not limited to, academic and athletic achievement, attendance, personal history, disciplinary action, credit, police or other records to the Hillsdale Community Schools for their official use. I hereby release all persons, institutions, and organizations, individually and collectively, from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me.

\_\_\_\_\_  
Signature (Full Name)

\_\_\_\_\_  
Date

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It is the policy of Hillsdale Community Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, or handicap in its educational program, activities, or employment.