



**NORTHVILLE PUBLIC SCHOOLS**  
**ATTENTION: Human Resources**  
**501 W. Main Street**  
**Northville MI 48167-1583**  
**Telephone: (248) 349-3400**

**OFFICE SUPPORT PERSONNEL  
 EMPLOYMENT APPLICATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Work Phone \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**PLEASE CHECK THE POSITION FOR WHICH YOU ARE APPLYING:**

Administrative Asst/Clerical

- \_\_\_\_\_ Elementary
- \_\_\_\_\_ Secondary
- \_\_\_\_\_ Central Office

Applying For:

- \_\_\_\_\_ Full Time
- \_\_\_\_\_ Part Time
- \_\_\_\_\_ Substitute

**I. EDUCATION**

Please complete **all** areas. Do **not** state "see résumé" however, you may attach your résumé in addition to below.

Type of School	Name & Location	Number of Years	Year Graduated	Diploma or Degree	Major Course or Subject
High School			Not Required		
Vocational or Business School					
Community College or University			Not Required		

**II. Skills (Check and complete appropriate items)**

- \_\_\_\_\_ Typing at \_\_\_\_\_ WPM
- \_\_\_\_\_ Shorthand/Speedwriting at \_\_\_\_\_ WPM
- \_\_\_\_\_ Computer Literacy  
 (please list all software programs)

**III. LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT POSITION**

Name, Address, Phone No. of Company or Business	From Mo Year	To Mo Year	Describe in Detail the Work You Did	Reason for Leaving	Name of Supervisor

**IV. ADDITIONAL INFORMATION**

A. Have you ever been convicted of a crime? \_\_\_\_\_ If so, when, where and nature of offense: \_\_\_\_\_

B. Are there any felony charges pending against you? \_\_\_\_\_ If so, please explain: \_\_\_\_\_

C. Have you ever been dismissed from or asked to resign from any employment position, or engaged in acts of unprofessional conduct? \_\_\_\_\_ If so, please explain: \_\_\_\_\_

D. Are you capable of safely and efficiently performing the essential functions of the position for which you have applied? \_\_\_\_\_ If not, please explain \_\_\_\_\_

E. Is any additional information relative to a different name necessary to check work or other records? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Are you interested in substituting? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please provide any additional information which might assist in the evaluation of your candidacy.

Have you previously sought employment with the Northville Public Schools? \_\_\_\_ If so, when and what position(s) have you previously sought?

If offered a position with the Northville Public Schools, when would you be available?

**In case of emergency or accident, please notify:**

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**4/2009PLEASE READ AND SIGN BELOW**

I certify that the facts set forth in this Application of Employment, in my résumé and in the other materials I have submitted are true and complete. I understand and acknowledge that, subject to any collective bargaining agreement applicable to me, false information provided by me will result in disqualification from employment with the Northville Public School District (hereinafter “the School District”) or in dismissal from employment if an offer of employment has been made and accepted.

I hereby authorize the School District, to contact all my former and current employers, educational institutions, military entities, and the other references I have provided regarding me and my performance record and work, academic and/or military experience. I hereby authorize my current and former employers, educational institutions, military entities, and the other references I have provided to disclose to the School District all information regarding me, including but not limited to, any information concerning unprofessional conduct by me, and to make available to the School District copies of all documents maintained in my personnel record, including but not limited to, any documents concerning unprofessional conduct by me. I also hereby release the School District and its employees and agents, and all of my former and current employers, educational institutions, military entities, and the other references I have provided, from any and all liability and damages for releasing or using information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the School District or any former or current employer, that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the School District may conduct or have conducted a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search to the School District. I further hereby release the individual or entity conducting the search, the School district, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that criminal convictions may result in disqualification from employment with the School District or in dismissal from employment if an offer of employment has been made and accepted.

In consideration of my employment, and subject to any collective bargaining agreement applicable to me, I agree and understand that my employment and compensation can be terminated with or without notice, and with or without cause, at either my option or at the option of the School District, it being mutually understood and agreed that my relationship with the School District is one of employment at will and no representatives of the School District, other than the School District’s Board of Education, has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing, and any such agreement must be in writing and signed by the Superintendent of the School District on behalf of the School District’s Board of Education.

I hereby consent to having a physical examination and/or test(s), including but not limited to drug and/or alcohol testing, conducted by a physician or other professional of the School District’s choice, and understand that any offer of employment is conditioned upon the results of this examination(s) and/or test(s).

Subject to any collective bargaining agreement applicable to me, I agree not to commence any action or suit relating to my employment with the School District more than One Hundred Eighty (180) days after the occurrence of the facts giving rise to the claim, or more than One Hundred Eighty (180) days after the date of my termination of such employment, whichever is earlier, and to waive any longer statute of limitations to the contrary. In the event that the statute of limitations applicable to such a claim is less than One Hundred Eighty (180) days, I agree that the shorter statute of limitation shall apply.

If I am employed, I understand that additional personal data will be required for statistical purposes.  
I will abide by all policies, rules and regulations of the School District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**The Northville Public School District does not discriminate on the basis of sex, age, race, national origin, color, religion, marital status, handicap or non-job related medical conditions in employment or in its educational programs and activities.**

**Once your application file is complete, we will actively maintain your file for one year. All materials become the property of Northville Public Schools.**