



Big Rapids Public Schools

Application For Employment General

Our employees are important to us. Please complete this form, being careful to complete every section. If you have questions, please call the Central Office at (231) 796-2627.

Date of Application: _____

(Application must be completed in applicant's own handwriting)

Position Applying For _____

Name _____

Present Address _____
City State Zip

Phone(s) _____

Education

School	Name & Location	Years Completed	List degree, diploma, or certificate awarded	Major	Minor
Last High School	Name: Location:	1 2 3 4			
Business/ Technical/ Trade/ Military School	Name: Location:	1 2 3 4			
College/ Uni- versity	Name: Location:	1 2 3 4			
College/ University	Name: Location:	1 2 3 4			
Graduate School	Name: Location:	1 2 3 4			

Criminal Record Search

Big Rapids Public Schools conducts a criminal record research on all new employees and may do the same for applicants considered for employment. Information obtained through such a search will be used in continuation of employment or a candidate's suitability for an offer of employment at BRPS.* The information you provide below will be compared to the criminal record search results to determine the accuracy of your answers.

Have you ever been convicted of a felony or misdemeanor? Yes No

If yes, list date, charge, place, and action taken for ALL felony and misdemeanor convictions:

Are any felony charges currently pending against you? Yes No

*A yes response above does not necessarily mean that you cannot be employed. A criminal conviction will be evaluated on a number of factors including, but not limited to, relation to the position for which you have applied, nature of the crime, and the date of occurrence. However, falsely answering the questions above may result in termination of employment or your application being removed from further consideration.

Employment History (Start with most recent employment)

Employment Dates From....To	Hours/ Week	Name &Address of Company & Supervisor	Annual Salary	Description of Work	Reasons for Leaving

License and/or Certificates

Type	Issuing State or Agency	Number	Exp. Date
<input type="checkbox"/> Driver's <input type="checkbox"/> CDL-class	_____	_____	_____
<input type="checkbox"/> Professional	_____	_____	_____
<input type="checkbox"/> Technical	_____	_____	_____

Professional References

Name	Address	Position	Phone Number

List any other qualifications, skills, or experiences which you feel would especially qualify you for this position.

I certify that I have made true, correct, and complete answers and statements on the application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Applicant's Signature _____ Date _____

Notice of Non-Discrimination and Equal Employment Opportunity: Big Rapids Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristics, in its programs and activities, including employment opportunities.