

**Belding Area Schools**  
**Application for Non-Teaching Personnel**

**APPLICANT PLEASE COMPLETE:** \_\_\_\_\_  
Last Name First Middle

**Please specify the current open position for which you are applying:** \_\_\_\_\_

<p>1) Type of job(s) interested in (check all that apply)</p> <p><input type="checkbox"/> Clerical/Secretarial</p> <p><input type="checkbox"/> Transportation</p> <p><input type="checkbox"/> Paraprofessional</p> <p><input type="checkbox"/> Mechanic</p> <p><input type="checkbox"/> Maintenance/Custodial</p> <p><input type="checkbox"/> Technical</p> <p><input type="checkbox"/> Food Service</p>	<p>2) Type of work desired (check all that apply)</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Part-time _____ hrs/wk</p> <p><input type="checkbox"/> Full-time</p> <p><input type="checkbox"/> Substitute</p>
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**ALL APPLICANTS MUST CAREFULLY READ AND SIGN BELOW**

In submitting this application I understand that: (1) Any falsification, misrepresentation, misleading statements, or omissions of fact, either on this application or during the pre-hire process constitutes grounds for rejection or dismissal. (2) I authorize my employer and former employers, schools, or persons named to give any information regarding my employment, together with any information they may have regarding me, whether or not it is in their records. I hereby release said employers, schools, or persons and Belding Area Schools from all liability for any damage for issuing or receiving this information. (3) Employment is contingent upon meeting the requirements imposed by the Immigration Reform and Control Act of 1986, which requires a completed I-9 Form, Employment Eligibility Verification, verifying identity and work eligibility on persons hired. (4) Employment appointments are subject to the applicable probationary period, collective bargaining contracts, and District rules as amended from time to time. (5) Pursuant with State of Michigan Student Safety Legislation all prospective hires must provide fingerprinting and background check results to the District prior to employment.

Belding Area Schools is committed to equal opportunity, affirmative action and non-discrimination on the basis of sex, race, color, religion, gender, national origin, age, disability, height, weight, marital status, or other prohibited matters in all education programs, activities, and conditions of employment. Michigan and federal law requires that you notify Belding Area Schools after you know or should have known that a job accommodation was needed. Failure to properly notify Belding Area Schools will preclude any claim that the employer failed to accommodate the employee.

\_\_\_\_\_  
Signature of Applicant Date

*(This statement must be signed for your application to be considered.)*

**BASIC INFORMATION**

**APPLICANT INFORMATION**

(Please complete thoroughly)

Please specify the current open position for which you are applying: \_\_\_\_\_  
Position

Name \_\_\_\_\_  
Last First Middle

Are you eligible to work in the United States?  Yes  No

Present Address \_\_\_\_\_  
Street City State Zip

Daytime Phone: ( ) \_\_\_\_\_ Alternate Phone Number( ) \_\_\_\_\_

1. Have you ever been employed by Belding Area Schools?  Yes  No  
 If yes, indicate location, position and dates of employment \_\_\_\_\_

2. Are you over 18 years of age?  Yes  No

3. Are you willing to work weekends and holidays if required?  Yes  No Comments \_\_\_\_\_

4. Are you willing to work over time when required?  Yes  No Comments \_\_\_\_\_

5. Can you perform the tasks of this position with or without an accommodation?  Yes  No

6. Have you ever been convicted of a crime or are there current criminal charges pending?  Yes  No  
 If yes, please explain. \_\_\_\_\_

I give my consent for a criminal history check.  Yes  No

I understand that as part of the employment screening process, Belding Area Schools may obtain a criminal history report of any felony convictions. I further understand that my appointment to an employment position at Belding Area Schools is not final until the District is satisfied with the criminal conviction information received, and other District requirements are satisfied.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EDUCATIONAL HISTORY**

Is the name used on this application the same name you used while attending school?  Yes  No

If no, please give name \_\_\_\_\_

School	Name	Years completed	Did you graduate?	Major course of study	Degree/Certificate received
High School	Name _____	1 2 3 4	<input type="checkbox"/> Yes		
	City _____ State _____		<input type="checkbox"/> No		
Trade School or College	Name _____	1 2 3 4	<input type="checkbox"/> Yes		
	City _____ State _____		<input type="checkbox"/> No		
Graduate School	Name _____	1 2 3 4	<input type="checkbox"/> Yes		
	City _____ State _____		<input type="checkbox"/> No		



**REFERENCES**

(List persons --- **other than relatives** --- likely to know your work skills and abilities)

We will be contacting your current supervisor.

Name	Address				Phone Number
1. _____	_____	_____	_____	_____	(____) _____
	Street	City	State	Zip	
2. _____	_____	_____	_____	_____	(____) _____
	Street	City	State	Zip	
3. _____	_____	_____	_____	_____	(____) _____
	Street	City	State	Zip	

**This section is to be completed by Transportation/Maintenance/Custodial Applicants only. Clerical/Secretarial Applicants please complete next section.**

1. If the position applied for requires the operation of a motorized vehicle, can you present a valid driver's license?  Yes  No

License # \_\_\_\_\_

CDL  Yes  No

List endorsements: \_\_\_\_\_

2. Do you have any court-ordered restrictions on your license?  Yes  No

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

3. Have you had any tickets or accidents in the past 3 years?  Yes  No

4. How many years have you been driving? \_\_\_\_\_

List other skills/abilities, certifications, awards, and accomplishments.

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**This section to be completed by Clerical/Secretarial Applicants only.**

**SKILLS AND ABILITIES**

**Skills**

___ Typing	_____ Approximate words per minute	___ Spreadsheets-List software and level of expertise
___ Computer Usage – General computer knowledge		_____ Beginner Intermediate Advanced
(Circle user level)	Beginner Intermediate Advanced	_____ Beginner Intermediate Advanced
___ Mainframes	Beginner Intermediate Advanced	_____ Beginner Intermediate Advanced
___ Desktop Publishing	Beginner Intermediate Advanced	___ Databases-List software and level of expertise
___ Word Processing – List software and level of expertise		_____ Beginner Intermediate Advanced
	Beginner Intermediate Advanced	_____ Beginner Intermediate Advanced
	Beginner Intermediate Advanced	_____ Beginner Intermediate Advanced
	Beginner Intermediate Advanced	
	Beginner Intermediate Advanced	

**Machines**

\_\_\_ Copier    \_\_\_ FAX    \_\_\_ Adding Machine/Calculator    \_\_\_ Dictaphone    \_\_\_ Audio-Visual Equipment  
 \_\_\_ Other (List) \_\_\_\_\_

**Experience**

(Circle years of experience)

**Years of Experience**

	Less than 1 year	1 year	2 years	3 years	4 years	5+ years
Computer Usage						
Word Processing						
Desktop Publishing						
Spreadsheets						
Databases						
Mainframe						
Data Entry/Retrieval						
Filing						
Receptionist Duties						
Multi – Line Phone						
Composing and Editing						
Proofreading						
Records Management						
Cashiering						
Coordinating Work of Others						
Supervision of Others						
Experience in Library Setting						
Experience as Secretary						
Accounts Payable or Receivable						
Payroll Preparation						
Budget Monitoring/Reconciliation						
Formulation of Reports						
From Statistical Data						
Experience in Educational Setting						
Coordination of Meetings & Events						

List other skills/abilities, certifications, awards, and accomplishments.

\_\_\_\_\_  
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