



# Standish-Sterling Community Schools

3789 Wyatt Road  
Standish, Michigan 48658

(989) 846-3670

# APPLICATION FOR EMPLOYMENT

***Standish-Sterling Community School District is  
an Equal Opportunity Employer***

---

## **Personal Information**

Name (Last, First, Middle):

Date:

Home Address:

City:

State:

Zip:

Phone Number:

Email:

---

## **Position You Are Applying For**

Bus Driver

Cafeteria

Clerical

Custodian

Mechanic

Paraprofessional

Are you available to work as a substitute? Circle one:

Yes

No

Referred by:

Date Available:

---

## **Education Record**

High School (Name, City, State):

Business or Technical School (Name, City, State):

Degree Earned:

College (Name, City, State):

Degree, Major:

(please turn to next page)

---

**Work History (give information about your last 3 jobs, starting with the most recent)**

---

1-Employer

Dates Employed:

Address:

Phone:

Ending Salary:

Title/Duties:

Manager's Name and Title:

Reason for Leaving:

---

2-Employer

Dates Employed:

Address:

Phone:

Ending Salary:

Title/Duties:

Manager's Name and Title:

Reason for Leaving:

---

3-Employer

Dates Employed:

Address:

Phone:

Ending Salary:

Title/Duties:

Manager's Name and Title:

Reason for Leaving:

---

Applicants are encouraged to submit additional references and information that may assist with the assessment of this employment application.

In accepting this application, the Board of Education makes no agreement relative to employment nor agrees to offer any preference of employment based on date of filing application. Any misrepresentation, misleading or untruthful statement or omission will result in termination of employment.

(please turn to next page)

---

**References (if applying for your first job, you may use academic references)**

---

1-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

---

2-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

---

---

**Background Information**

---

Have you ever been convicted of, or pled guilty or nolo contendere (no contest), to any crime?    YES    NO

If yes, and your conviction has not been sealed or legally expunged, state when and where the conviction occurred as well as the nature of the conviction. No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature, date, and circumstances of the offense as well as current laws related to position applied for may be considered.

---

**Please Read and Sign**

---

In connection with my application for employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself including criminal convictions, motor vehicle reports, and other reports. These reports will include information as to my character, work habits, performance, and other experience along with reasons for termination of employment from previous employers. Further, I understand that you may be requesting information from various Federal, State, and other agencies that maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies.

I authorize, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information.

Signature:

Date:

---

# Standish-Sterling Community Schools

3789 Wyatt Road  
Standish, Michigan, 48658-9120

Darren S. Kroczaleski, Superintendent

Standish-Sterling Central Jr/Sr High School  
Standish-Sterling Central Elementary  
Sterling Elementary

## Conviction Disclosure Form

Name (Please Print) \_\_\_\_\_

Position (Please Print) \_\_\_\_\_

Pursuant to Public Act 138 of 2005, I represent that (check all that apply):

\_\_\_\_ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest), or am the subject of a finding of guilt by a judge or jury of any crime.

\_\_\_\_ 2. This is my initial disclosure, I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*):

\_\_\_\_ Felony                      \_\_\_\_ Misdemeanor

\_\_\_\_ Felony                      \_\_\_\_ Misdemeanor

\_\_\_\_ 3. This serves as disclosure of subsequent convictions for which I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*), and I understand that failure to disclose any subsequent convictions is considered to be a crime:

\_\_\_\_ Felony                      \_\_\_\_ Misdemeanor

\_\_\_\_ Felony                      \_\_\_\_ Misdemeanor

In signing this form, I understand and agree that:

If I have been convicted of a listed offense, my employment shall be terminated. I also understand that if I have been convicted of a felony, other than a listed offense, the superintendent, or chief administrator and the board or governing body must each approve, in writing, my employment or work assignment.

Until the criminal history report is received and reviewed by the employing school/district, I am regarded as a conditional employee and if the criminal history report is not the same as my representation(s) above, my employment contract is voided at the option of the school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Standish-Sterling Community Schools

3789 Wyatt Road  
Standish, Michigan, 48658-9120  
Darren S. Kroczaleski, Superintendent

Standish-Sterling Central Jr/Sr High School  
Standish-Sterling Central Elementary  
Sterling Elementary

## Pre-Employment Inquiry Release

In connection with my application for employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself including criminal convictions, motor vehicle reports, and other reports. These reports may include information as to my character, work habits, performance, and experience, along with reasons for termination of employment from previous employers. Further, I understand that you may be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies.

I authorize without reservation, any party or agency contacted by this employer to furnish the above-mentioned information and I am providing the following information to facilitate these investigations.

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

Current Address \_\_\_\_\_ Sex \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

Michigan Driver License Number \_\_\_\_\_

Other Last Names/First Names \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

It is the policy of the Board of Education that the Standish-Sterling Community School District will not discriminate in its educational programs and activities on the basis of age, race, creed, religion, color, national origin, sex, marital status, disability, or any additional criteria identified by any applicable state or federal statute.