

BARRY INTERMEDIATE SCHOOL DISTRICT

535 W. Woodlawn Ave. • Hastings, MI 49058

APPLICATION FOR EMPLOYMENT

Please read carefully and complete by typing into the form. The application may be saved and submitted via e-mail as an attachment, or printed and submitted via mail to the address above. Please also submit a résumé and any other required paperwork (certificate, license, additional employment records).

PERSONAL INFORMATION								
<i>An Equal Opportunity Employer.</i>								
We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.								
Last name		First		Mid Initial		Date of application	For Personnel use only	
Street Address					Type(s) of work desired		Social Security Number	
City		State		ZIP		Home telephone	Work telephone	
How were you referred to Barry ISD? (Mark only one.)	A. By your college	B. Advertisement	C. Employment Agency	D. By an employee: (Give name.)		E. Open House	F. Walk-in	G. Other

EMPLOYMENT RECORD		
Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may also attach a resume when submitting via e-mail or mail, but complete this application as well.		
Last or present company	Type of business	Type or classification of job
Street Address	Phone number	Brief description of job duties
City	State	ZIP
Supervisor's name	Phone number	
Base Salary	Dates worked From To	
Reason for leaving		
Last or present company	Type of business	Type or classification of job
Street Address	Phone number	Brief description of job duties
City	State	ZIP
Supervisor's name	Phone number	
Base Salary	Dates worked From To	
Reason for leaving		

SPECIAL SKILLS		
Typing (mark one)	YES NO	Words per minute:
Dictation (mark one)	YES NO	Words per minute:
Computer Skills	Hardware	Software
Please list other skills and/or equipment/language experience you have acquired.		

MILITARY RECORD

Branch of service	From _____ To _____	Present military affiliation: <input type="checkbox"/> None <input type="checkbox"/> Reserve (active) <input type="checkbox"/> Reserve (inactive)
Kinds of training and duty while in service		

EDUCATIONAL HISTORY

School name	Location (city, state)	Major course Or subject	Dates attended		Graduated		Degree
			From	To	Yes	No	
High school							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

OUTSIDE ACTIVITIES

Exclude those indicating race, color, religion, sex, national origin, age, or handicap.

Professional memberships, certificates, or licenses held
Past and present civic or cultural activities—include offices held
Principal hobbies

PROFESSIONAL/WORK REFERENCES

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Relationship	Years acquainted	Address (street, city, state, ZIP)	Phone no. (include area code)	Occupation

May we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	Wage or salary required	Date available
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I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the school district's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

Signature _____ Date _____

If any of your educational or employment records are under other than the above name, please provide other name(s) below: