

Application will remain on file with Personnel for a period of 6 months from application date

OXFORD COMMUNITY SCHOOLS

APPLICATION FOR EMPLOYMENT

Applying for one or more position(s) as:

Date: _____

- | | | | |
|--------------------------------------------------|--------------------------------------------------|--------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Bus Monitor | <input type="checkbox"/> Mechanic | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cafeteria Worker | <input type="checkbox"/> Noon Aide | <input type="checkbox"/> Child Care | <input type="checkbox"/> Tutorial Assistant |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Paraprofessional | | |

Email: _____

Name: _____ Phone: _____

Address: _____ Cell: _____

City & Zip: _____ D.L. # _____

EDUCATION: List schools you have attended and indicate the highest grade completed or diploma/degree earned.

Elementary _____ Highest Grade? _____

Secondary _____ Diploma? _____

Post-Secondary _____ Degree? _____

Will you work as a Substitute in the areas for which you have applied? Yes No Which? _____

Have you ever filed an application with Oxford Schools before? Yes No When? _____

Have you ever been employed with Oxford Schools before? Yes No When? _____

SPECIALIZED SKILLS: Please respond according to the position(s) in which you are seeking employment.

Aides and others who will be working directly with children should list related experiences they have had. (Day Care, Scouting, etc.)	_____ _____ _____
Secretaries and others who will be doing clerical work should indicate typing, shorthand, computer and other office skills	_____ _____ _____
Transportation applicants and others who will be driving should list any specialized licenses they hold, and describe their recent (5-year) driving record.	_____ _____ _____
Mechanics should indicate if they are state-certified, and for what specific areas they are certified.	_____ _____ _____
All applicants should describe specialized training, skills, activities, etc. that may be helpful in evaluating their employment applications.	_____ _____ _____

EMPLOYMENT HISTORY: Starting with your current or last job, list in reverse order the positions you have held over a period of at least five years.

Employer and Address: _____ _____ _____	Supervisor: _____ Telephone: _____
Duties/Responsibilities: _____ _____	
Start Date: _____ End Date _____ Reason for Leaving _____	
Employer and Address: _____ _____ _____	Supervisor: _____ Telephone: _____
Duties/Responsibilities: _____ _____	
Start Date: _____ End Date _____ Reason for Leaving _____	
Employer and Address: _____ _____ _____	Supervisor: _____ Telephone: _____
Duties/Responsibilities: _____ _____	
Start Date: _____ End Date _____ Reason for Leaving _____	
Employer and Address: _____ _____ _____	Supervisor: _____ Telephone: _____
Duties/Responsibilities: _____ _____	
Start Date: _____ End Date _____ Reason for Leaving _____	

If you are currently employed, may we contact your employer? Yes No

If you are currently employed, when would you be available for work? _____

Have you ever been convicted of child abuse, narcotics or other criminal offense? Yes No

Have you ever been dismissed or asked to resign from any position? Yes No

If yes, please explain _____

PERSONAL REFERENCES: List names, addresses and telephone numbers of three individuals who are not related to you and are not previous employers.

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that if I am employed, falsified statements are considered sufficient grounds for dismissal.

Date: _____ Signature: _____

**Oxford Community Schools
 Human Resources Office
 10 N. Washington Street, Oxford, MI 48371**