

Midwest School Services, Inc.

Applicant Form Packet for:

Clintondale Support Staff at Clintondale Community Schools

Applicant, please complete the attached fillable pdf documents by:

- tabbing to each fillable field and typing in your information for each document
- sign each document - when clicking on the Signature field, follow the directions in the “Digital ID Configuration Required” pop-up box and configure your digital signature – **Note:** it will ask you to save the file after configuring your signature
 - SAVE the document to a file you normally use for personal business by using the following naming format:
 - *last name first initial-todays date-CSS.pdf*
- once signed - email your saved document as an attachment to:

info2@midwest-mgt.com

APPLICATION FOR EMPLOYMENT **MidWest School Services, Inc.**

Note: You must complete all sections – do not write “See Resume”

TO APPLICANT: We appreciate your interest and assure you that we are interested in your qualifications. A clear and full understanding of your background and work history will aid us in placing you in a position that best meets your qualifications and any openings we may have at this time.

Applicants will be considered without discrimination because of race, color, sex, age, religion, national origin, marital status, disability or veteran's status. We also provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

Position Applying For _____ Social Security Number _____

Name _____ Telephone Number _____

Email Address _____

Current Address _____

City/State/Zip _____ How Long Here? _____

Previous Address _____

Are you a United States Citizen? Yes No

If no, are you legally eligible for employment in the United States? Yes No

Are you 18 years of age or older: Yes No If no, please state your age: _____

What type of employment are you seeking? Full Time Part Time Desired Salary _____

When are you available to begin work? _____

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? Yes No

If yes, explain: _____

If you are applying for a position with any driving involved please list the following:

Drivers License Number _____ State of Issue _____ Type _____

List the work experience and skills that you feel qualifies you for the job for which you are applying:

Education School Name & Location Course of Study Graduate? Years Degree/Diploma

High School _____

College _____

Bus/Tech/Trade _____

List below all present and past employment beginning with the most recent.

Note: You must complete all sections – do not write “See Resume”

Name _____ Telephone Number _____

Address _____

Dates Employed: From _____ To _____ Job Title _____

Compensation: Start _____ Last _____ Supervisors Name _____

Reason you left _____

Name _____ Telephone Number _____

Address _____

Dates Employed: From _____ To _____ Job Title _____

Compensation: Start _____ Last _____ Supervisors Name _____

Reason you left _____

Name _____ Telephone Number _____

Address _____

Dates Employed: From _____ To _____ Job Title _____

Compensation: Start _____ Last _____ Supervisors Name _____

Reason you left _____

I certify that all of the information on this application, my resume, and/or any supporting documents is correct. I understand that any misrepresentation or omission of any information will result in disqualification from consideration for employment or, if employed, my termination.

I understand that this application is not a contract, offer or promise of employment. If hired, I will be able to resign at any time for any reason. Likewise, the company can terminate my employment at any time, with or without any reason.

I authorize the company or its agents to investigate all statements contained in this application, resume and/or supporting documents. I further understand that a credit and background check may be made including, but not limited to, consumer credit history, criminal history, driving record, employment, military, education and general public records which will provide information concerning my character, general reputation and mode of living. I hereby authorize my former employers, educational institutions or individuals named to furnish all information pertaining to my work or educational record.

Should I wish to obtain a copy of this report if made, it will be provided upon written request.

I understand that, as a condition of employment I may be required to sign a non-compete agreement and/or a conflict of interest statement. I understand that the employer may now have, or may establish, a drug-free workplace or a post-accident drug-testing program. If it has one now and I am offered a conditional offer of employment, I agree to work under the conditions requiring a drug-free workplace. I also understand that all employees of the location may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If detected, the offer of employment will be withdrawn. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo random, fitness for duty, return to work and reasonable suspicion alcohol and drug testing. Refusal to take such tests when asked may result in termination.

I understand this company hires only U.S. citizens or individuals who are legally eligible to work in the United States

Applicant Signature _____ Date _____



MIDWEST
MANAGEMENT
GROUP, INC.

BACKGROUND CHECK AUTHORIZATION

I authorize MidWest Management Group, Inc. on behalf of Midwest School Services, Inc. for the worksite **Clintondale Support Staff at Clintondale Public Schools** to conduct a background check on me. Such background check may include, but is not limited to, consumer credit history, driving record, employment history, military history, education, references and general public records which will provide information concerning my character, general reputation and mode of living. I hereby authorize my former employers, educational institutions or individuals named to furnish all information pertaining to my work or educational record.

Should I wish to obtain a copy of this report if made, it will be provided upon written request.

Name (Please Print)

Signature

Date



MIDWEST MANAGEMENT GROUP, INC.

3170 Old Farm Lane, Commerce Twp., MI 48390
Phone: (248) 313-2000 Fax: (248) 313-2009

UNPROFESSIONAL CONDUCT DISCLOSURE AUTHORIZATION, RELEASE AND WAIVER

This document is to be signed pursuant to the Revised School Code (as amended by act 189 of 1996) before hiring any job applicant.

In connection with my application for employment with MIDWEST SCHOOL SERVICES, INC. for the worksite Clintondale Operations at Clintondale Public Schools:

1. I hereby **AUTHORIZE** my current employer(s) and any and all of my former employers to:
 - a. disclose to MidWest Management Group, Inc. any "unprofessional conduct" by me, and
 - b. make available to MidWest Management Group, Inc. copies of all documents in my personnel record relating to such "unprofessional conduct".

2. I hereby **RELEASE** my current and former employer(s) together with their respective employees acting on their behalf, from any liability for providing "unprofessional conduct" information or documents to MidWest Management Group, Inc..

3. I hereby **WAIVE** any written notice to which I may otherwise be entitled, as stated in the Bullard-Plawecki Employee Right-to Know Act/MCL 423.506 upon disclosure of any such "unprofessional conduct" information provided by my former employer(s).

I understand that if I am employed by MIDWEST SCHOOL SERVICES, INC. for the worksite Clintondale Operations at Clintondale Public Schools, after signing this form but before the authorized disclosures are received by MidWest Management Group, Inc., my employment is contingent upon receipt of acceptable disclosures.

Applicant's Name (Please Print): _____

Signature: _____ Date: ____/____/____

Criminal Convictions With a focus on educator professional practices, Michigan Compiled Law (MCL) 380.1230d authorizes the fingerprinting of school employees for employment within Michigan K-12 schools and school districts, public and non-public. In addition, MCL 380.1535a authorizes the Superintendent of Public Instruction to take action against Michigan educator certificates for specifically enumerated or listed offenses.

- All school staff employed by a school or school district are required to undergo a criminal history records check conducted by the Michigan State Police and the Federal Bureau of Investigation. • The criminal history records check will generate a fingerprint search response. The response will include arrest, arraignment, and conviction data for any crime, misdemeanor or felony.
- The law requires school employees to self-report to the employing school or school district and the Michigan Department of Education when arraignment has been conducted for crimes identified in Section 1535a of the Revised School Code, Michigan Compiled Laws 380.1535a. The reporting must be provided within three business days of arraignment.
- If an employee is convicted of an offense which requires registering as a sex offender, upon verification of the conviction, employment shall be terminated and employment (in any capacity) in a Michigan K-12 school, public or non –public is prohibited.
- If an employee is convicted of a felony other than a listed offense, the superintendent or chief school official and the governing board are required by law to agree, in writing, to continue the employee’s employment. The same applies to offering employment to an individual with a felony conviction other than a listed offense.
- If an employee is convicted of a misdemeanor offense, there is no mandated action.

Employer Name and Address: Midwest School Services, Inc., 3170 Old Farm Lane, Commerce Twp., MI 48390

School Worksite Name and Address:

Clintondale Support Staff at Clintondale Public Schools
35100 Little Mack,
Clinton Twp, MI 48035

Conviction Disclosure Form Name (Please Print) _____

Date of Birth _____

School/District Name (Please Print) _____

Position (Please Print) _____

Pursuant to Public Act 138 of 2005, I attest that:

1. I have not been convicted of, or pled guilty or nolo contendere (no contest), nor am I 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 ____ Conviction _____

Felony Misdemeanor ____ Conviction _____

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 ____ Conviction _____

Felony Misdemeanor ____ Conviction _____

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 school official and the board or governing body must each approve, in writing, to my employment. 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 may be voided at the discretion of the employer.

Signature _____ Date _____