

Position applying for _____

This form must be filled out COMPLETELY. All information will be ket confidential.

PERSONAL INFORMATION

Name _____
Last First M.I.

Address _____
Street City State Zip

Email address _____ Cell _____

Telephone _____ Day _____ Evening _____

Is additional information relative to a different name necessary to check work record?
 YES NO If yes, please explain: _____

Do you have the legal right to work in the U.S.? YES NO

Have you ever been employed at Grand Rapids Christian Schools? YES NO
If yes, please give date and position _____

Are you currently employed? YES NO May we contact your present employer prior
to an interview? YES NO Supervisor's Name /Number _____

On what date would you be available to start work? _____
 Full time Part time

Are you currently on "lay-off" status and subject to recall? YES NO
Are you able to do the essential functions of the job(s) for which you are applying? YES NO

If no, please explain: _____

U.S. Military Service: Entered _____ Discharged _____ Branch _____
Date Date

* Have you ever plead "no contest" or "guilty" to or been convicted of a crime other than a routine
traffic offense? YES NO If yes, when, where, and nature of offense?

*Are there any felony charges pending against you? YES NO If yes, please explain:

* Have you ever been fired, dismissed, or asked to resign by mutual agreement, or otherwise
terminated from employment or refused re-employment? YES NO If yes, please explain:

Preparing
students to be
effective
servants of
Christ in
contemporary
society

**Support Staff Application
for Employment**

Grand Rapids Christian Schools
1508 Alexander St SE
Grand Rapids, MI 49506
T 616.574.6000
F 616. 574.6010
www.grcs.org

**Schools consider applicants
for all positions without
regard to race, color, gender,
national origin, age, non-
disqualifying disability,
marital or veteran status.**

* A yes response does not automatically disqualify a job applicant from further consideration. Each applicant is evaluated individually, based on a number of factors including the nature of the crime, how long ago the crime occurred, whether a sufficient or satisfactory work record has been established since the crime, and the criteria of the position for which application is being made.

EDUCATION

	Name /Address of School	Course of Study	Years Completed	Diploma/Degree	Date Received
High School					
College					
Other					
Other					

SPECIALIZED SKILLS

Please list any specialized skills you may have. Ex,: Computer programs

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from previous employment, education or other experience.

REFERENCES

1. _____
Name Daytime telephone number

Street Address City ST Zip

2. _____
Name Daytime telephone number

Street Address City ST Zip

3. _____
Name Daytime telephone number

Street Address City ST Zip

EMPLOYMENT HISTORY

Start with your present or most recent employer. Include any volunteer activities.

Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
	Starting	Final	
Supervisor's Name			
Telephone Number			
Your Job Title			
Reason for Leaving			

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	From	To	
Address	Hourly Rate/Salary		
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1508 ALEXANDER ST SE
GRAND RAPIDS MI 49506
T 616.574.6000 F 616.574.6010 www.grcs.org

NOTICE TO ALL APPLICANTS

Work Authorization: Before any applicant can begin work, the person must be able to verify, under federal law, that he or she is authorized to work in the United States. All applicants offered a position with Grand Rapids Christian Schools will have to document their authorization to work before the hiring process will be complete.

All applicants are being notified at this time that, if selected for hire, it will be your responsibility to provide Grand Rapids Christian Schools with documentation showing your right to work. Grand Rapids Christian Schools is giving you this notice so you may have those documents ready if you should be offered a position. The documents will be reviewed at the time a conditional offer of employment is made.

Medical Examination: Any job you are offered by Grand Rapids Christian Schools will be conditional on the results of a medical examination if one is requested by Grand Rapids Christian Schools. The medical exam will be conducted by a physician selected by Grand Rapids Christian Schools and will be completed before you begin work on the job.

Accommodations: Michigan law requires that you notify Grand Rapids Christian Schools in writing of a need for an accommodation for employment within 182 days after you know or should have known that an accommodation of your handicap is needed.

APPLICANT'S CERTIFICATION AND AGREEMENT

Certification of Truthfulness: I certify that I have read and understand the provisions of this application, and of any documents which accompany the application. My questions, if any, have been asked and answered to my satisfaction.

I certify that the information furnished in or accompanying this application is true, complete and correct. I understand and agree that any falsification, misrepresentation, distortion or omission with respect to such information, whether pertaining to this application or other aspects of the pre-hiring process, will be sufficient reason for my not being offered employment or if employed, my dismissal at any time without recourse.

Authorization for Investigation, Release, and Waiver: I authorize Grand Rapids Christian Schools to conduct an investigation of me, including but not limited to all statements made by me in this application and to fulfill any requirements set forth in applicable state and federal laws. I authorize all sources of information to give Grand Rapids Christian Schools any information or any other information they may have, personal or otherwise. I release all sources of information from all liability for any damage that may result from furnishing information to Grand Rapids Christian Schools. Also, I hereby waive written notice to me that employment information is being provided by any person or organization. A photo static copy of this Authorization, Release and Waiver shall be considered as effective and valid as the original.

I understand and agree that the employer will conduct a criminal conviction record check (including but not limited to a driving conviction record check) in connection with my application for employment; and I hereby consent to such record checks and agree to pay for a criminal background check.

Print Name _____ Social Security Number _____ / _____ / _____

Current Address _____
Street City State Zip

Signature Date _____