

WOODBIDGE MANAGEMENT & EDUCATION

SERVICE - WMES

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BIG RAPIDS MI 49307

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EMPLOYMENT APPLICATION

WMES is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, national origin, disability, marital status, veteran status, height, weight, or other legally protected status. If you have a disability that impairs your ability to be considered, interviewed, or tested for a position, please let us know what accommodations you may require.

Please complete the entire application, read, and sign the Authorization and Understanding Statement on last page. Additional sheets may be attached to this form if there is not enough space to answer a question or supply complete information. Incomplete application may not be accepted/processed.

Date _____

Name (First, Middle & Last) _____

Present Address _____
Full Street Address City State Zip

Telephone Number (____) _____

Have you ever worked for this company under a different name? _____ Is any additional information relative to a different name necessary to check work records? If yes, explain: _____

Position Applying for: _____ Full Time _____ Part Time _____

If part time, specify days and hours _____

Starting wage or salary expected: _____

How were you referred to the Charter School? _____

Have you ever applied here before or been employed here before? _____

If yes, specify _____

Are any of your friends or relatives employed at the Charter School? _____

If yes, specify _____

Are you 18 years old or older? _____ If not, do you have proof of eligibility to work? _____

EDUCATION

	<u>Name and Full Address</u>	<u>Course of Study Or Degree completed</u>
High School		
Full Address		
College		
Full Address		
Other		
Full Address		

Are you presently attending school or do you plan to further your education? _____
 If yes, please specify course(s) and time commitment. _____

What experiences, skills, or qualifications do you feel especially would qualify you for work with our organization? _____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING:

Are you able to perform, with or without accommodation, the functions of the job for which you have applied: **YES** _____ **NO** _____

Have you ever been convicted (including plea bargains) of a crime? _____
 Do you have any criminal charges currently pending against you? _____
 If **yes**, describe in detail: _____

Do you hold any professional licenses or certifications? _____
 If yes, please list and describe _____

Have you ever had a professional license or certification revoked or suspended? _____
 If yes, please list and describe _____

Are you currently under investigation by any agency or department concerning any licensure or certification matter? _____ If yes, please describe _____

EMPLOYMENT HISTORY

Start with most recent; include your entire employment history and military service; attach additional pages, if necessary.

Company Name, Full Address & <u>Telephone & Fax #'s</u>	Dates of Employment To _____ From _____	Position, Duties & <u>Supervisor</u>	Reason(s) For <u>Leaving</u>

Are you currently employed? _____ May we contact your current employer? _____

Please explain any gaps in your employment: _____

PERSONAL REFERENCES

(No former employers or relatives, please)

Full Name & Relationship to you.	Full & Complete Address	Telephone & Fax #'s
<u>Name:</u>	<u>Full Address:</u>	<u>Telephone and/or Fax #:</u>
<u>Name:</u>	<u>Full Address:</u>	<u>Telephone and/or Fax #:</u>
<u>Name:</u>	<u>Full Address:</u>	<u>Telephone and/or Fax #:</u>
<u>Name:</u>	<u>Full Address:</u>	<u>Telephone and/or Fax #:</u>
<u>Name:</u>	<u>Full Address:</u>	<u>Telephone and/or Fax #:</u>

Authorization and Understanding

I verify that the information given by me in this application and during any possible interviews are true, accurate, and complete. I understand that if I have given any false, incomplete, or misleading statements or if I have omitted any material facts on this application or during any interviews, I may be disqualified from employment with the company (Woodbridge Management & Education Services - WMES), or if hired, I may be discharged immediately upon discovery of such false statements or omissions.

I authorize WMES to verify the information I have provided, and to make any investigation of my background deemed necessary, both at the time of application and later during my employment, if I am hired. I understand that the types of investigations, which WMES may perform, include reference checks (personal, employment, credit, educational, etc.), criminal record reports and so forth. I understand that I may need to provide further information to assist in these investigations and may be fingerprinted (if required by law and/or policy). I also authorize third parties (such as former employers, law enforcement organizations, financial institutions, educational institutions) contacted by WMES to furnish any information relevant to my application for employment. I specifically release from liability any current or former employers, their agents, representatives, employees, officers or directors, for giving such information to WMES. I also waive all written notice from all prior employers related to providing such information.

I have no objection to signing an employee confidential information agreement and will do so, if I am hired. I consent to all medical examinations, and drug and alcohol testing required by WMES, both during the selection process and throughout employment, if I am hired.

I acknowledge as an applicant, and if hired as an employee, my obligation to advise WMES of any need for reasonable accommodation within 182 days after I know or should have known of the need, under the amended Michigan Handicappers' Civil Rights Act.

I understand that this application is not an offer of employment and that any employment with WMES is on an "at-will" basis, terminable at any time for any reason.

I understand and agree that employment with WMES is "at will", meaning that either the employer (WMES) or I may terminate the employment relationship and compensation at any time with or without cause, and with or without notice. This provision supersedes any oral or written representations to the contrary, unless a statement is written and signed by the Executive Director or his/her representative of WMES. I acknowledge that no representations, either oral or written, have been made to me to the contrary and that any pre-existing understandings, which contradict an at-will status of employment are cancelled (Voided). I understand that no supervisor, manager, employee or representative of WMES, other than the Executive Director, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

In consideration of my employment, I agree to conform to the rules and policies of WMES and the assigned Charter School and/or WMES facilities. In addition, I agree that any claim or lawsuit relating to my service with the company must be filed no more that six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

This application for employment shall be considered active for 180 days. If I wish to be considered for employment after that period, I understand that I must inquire at that time whether applications are being accepted. I understand that it is my responsibility to keep my application current and updated. Completed applications will be kept on file for 12 months from the date on the application.

My signature below indicates that I have read and understood the above paragraphs.

Signature _____

Date _____