



Have you served in the U.S. Military? \_\_\_\_\_ Branch of Service \_\_\_\_\_

Highest Rank \_\_\_\_\_ Discharge Date \_\_\_\_\_

Type of Discharge \_\_\_\_\_

### EDUCATIONAL HISTORY

Begin with your most recent school

Name of high school, trade school, vocational school, colleges, and/or other training	Degree/Diploma	Major/Minor

Are you presently taking classes or working on a degree? \_\_\_\_\_

Please explain \_\_\_\_\_

### REFERENCES

Please provide three (3) references we may contact to obtain information about your work experience and ability relative to the position you are making application. Unless otherwise noted, all references will be contacted. Do not include relatives.

Name	Address	Phone	Occupation	Years Known

## CRIMINAL HISTORY INFORMATION

Have you ever been convicted of a felony or a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered the above question "yes", please answer each of the following questions. Please use a separate sheet of paper and attach it to the application.

- Please identify each offense of which you have been convicted.
- Please provide the date of the conviction(s).
- Please provide the state and court of conviction(s).

Do you currently have any felony charges pending against you? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to the above question is yes, please describe the nature of the pending felony charges and also identify the state and court where these charges are pending. Please use a separate sheet of paper and attach it to the application.

## DRIVING HISTORY INFORMATION

**Only answer questions in this section if you are applying for a position in the Transportation Department.**

Have you ever been involved in a serious traffic accident in which it was determined that you had civil or criminal responsibility? Yes \_\_\_\_\_ No \_\_\_\_\_ If you answered this question "yes", please explain in detail on a separate sheet of paper and attach it to the application.

Have you ever had any operator's license (driver's license, CDL, chauffeur's license) restricted, suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_ If you answered "yes" to this question, please explain in detail on a separate sheet of paper and attach it to the application.

Have you ever been cancelled, limited or qualified for coverage on a policy of automobile or fleet insurance due to your driving record? Yes \_\_\_\_\_ No \_\_\_\_\_ If you answered "yes" to this question, please explain in detail on a separate sheet of paper and attach it to the application.

Do you currently have any points on your operator's license (driver's license, CDL, or chauffeur license) Yes \_\_\_\_\_ No \_\_\_\_\_  
If you answered "yes" to this question, how many points? \_\_\_\_\_

What was the last date you completed an on-road driver's skills test as required by Section 52 of the Michigan Pupil Transportation Act? \_\_\_\_\_ Also, please provide the name of the testing agency, the date of the test and the result.

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Do you currently possess a school bus safety education certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

When did you complete the entry level school bus safety education course? \_\_\_\_\_

Please provide additional continuing school bus safety education course(s) you have completed, the institution you completed them at and the date of the course(s) \_\_\_\_\_

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## GENERAL INFORMATION

Please provide any additional information about your work, educational or personal experiences that you believe would enhance your application.

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Consideration of this application is conditioned upon the applicant signing the addendum to the Non-Certified Personnel Application Form entitled, *Applicant Acknowledgement, Authorization, Consent and Release for Pre-Employment Investigation*. Further, the applicant understands that this Application is not an offer of employment or an offer of a contract for employment with Oakridge Public Schools. This application does not obligate the Oakridge Public Schools in any way should it determine to offer employment to the applicant

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oakridge Public Schools does not discriminate against applicants or employees on the basis of race, religion, color, veteran status, sex, age, weight, national origin, marital status, pregnancy, handicapping condition or disability. A disabled or handicapped individual may allege a violation regarding failure to accommodate under the Michigan Handicappers Civil Rights Act only if the individual notifies the employing institution, in writing of the need for accommodation within 182 days after the date on which the handicapped of disabled individual knew or reasonably should have known that an accommodation was needed. Written notification of the need for accommodation in the application or selection process and/or questions regarding this notice should be directed to the Oakridge Public Schools Human Resources at 275 S. Wolf Lake Rd., Muskegon, MI 49442 or by telephone at 231-788-7100.