

ANN ARBOR PUBLIC SCHOOLS  
Human Resource Services Division  
2555 SOUTH STATE STREET  
ANN ARBOR, MI 48104-6175  
Telephone (734) 994-2245

AAPS Website: [aaps.k12.mi.us](http://aaps.k12.mi.us)

Affirmative Action / Equal Opportunity Employer

## SUPPORT STAFF EMPLOYMENT APPLICATION

PLEASE CHECK THE POSITION(S) FOR WHICH YOU ARE APPLYING:

- Bus Driver/ Monitor       Child Care       Custodial       Food Service       Hourly/ Other  
 Maintenance       Secretarial       Teacher Assistant       Technical Assistant

**NOTE: It is necessary that a LETTER OF INTEREST be submitted for EACH posted vacancy for which you would like to be considered. The letter must be received in Human Resource Services by the posting deadline.**

How did you learn of this job opening?

Newspaper which one: \_\_\_\_\_ Job Fair which one: \_\_\_\_\_ AAPS Hot Line  
AAPS Web Site      Other Web Site which one: \_\_\_\_\_ Other Explain: \_\_\_\_\_

**PLEASE PRINT:**

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City & State Zip AreaCode Phone#

Permanent Address \_\_\_\_\_  
Street City & State Zip AreaCode Phone#

Present Position \_\_\_\_\_

Is there any additional information relative to a different name necessary to check school or work records? If yes, explain:

Have you passed your 18<sup>th</sup> birthday? Yes No Are you a United States Citizen? Yes No

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, give details

NOTE: Conviction of a crime is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and position for which you are applying.

**U.S. MILITARY SERVICE** – Have you ever served in the Armed Forces of the U.S.? Yes No

Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_ Where? \_\_\_\_\_

### ANN ARBOR PUBLIC SCHOOLS NON-DISCRIMINATION POLICY

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, socioeconomic status, height, weight, marital or familial status, or disability.

Michigan law requires that a person with a disability or handicap requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

**EMPLOYMENT**

Are you employed now?  Yes  No

If so, may we contact your present employer?  Yes  No

If NO, please explain: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE and REFERENCES**

Start with your present or last job.

Include military service assignments and volunteer activities.

Employment Information –

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_

Supervisor \_\_\_\_\_

Final Salary \_\_\_\_\_

Dates Worked From / / To / /

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_

Supervisor \_\_\_\_\_

Final Salary \_\_\_\_\_

Dates Worked From / / To / /

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_

Supervisor \_\_\_\_\_

Final Salary \_\_\_\_\_

Dates Worked From / / To / /

Reason for Leaving \_\_\_\_\_

\* IF YOU NEED MORE SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER \*

**RECORD OF EDUCATION**

Name of School Attended	City and State	Dates Attended	Degree/ Certificate Date Issued
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PERSONAL REFERENCES**  
(No former employers or relatives)

Name	City & State	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOBACCO, ALCOHOL AND CONTROLLED SUBSTANCES**

The use of tobacco is prohibited on all school property (including vehicles).  
Persons whose ability is impaired by alcohol or controlled substances are subject to immediate discharge.  
Use of alcohol or controlled substances on the job is also grounds for dismissal.

*Completed applications are kept on file for the current and next school year. Thereafter, a new application must be completed.*

**PLEASE READ ALL OF THE FOLLOWING CAREFULLY BEFORE SIGNING.  
YOUR SIGNATURE INDICATES THAT YOU EXPRESSLY AGREE WITH ALL OF THE FOLLOWING:**

I hereby affirm that the information provided in this application is true and correct to the best of my knowledge and understand that any falsification of the information contained herein may serve as the basis for rejection of said application and/or termination of employment. In addition, I fully understand that my employment is contingent upon compliance with any conditions, rules, or regulations required by the Ann Arbor Public Schools. I understand that prior experience and education attainment as of this date as listed in this application is complete, and no additional claims will be made following employment.

I hereby authorize educational institutions, employers, law enforcement authorities, organizations, and individuals having relevant information concerning me to release all information from their files or other sources pertaining to my personal background including but not limited to, academic and athletic achievement, attendance, personal history, disciplinary action, credit, police, or other records to the Ann Arbor Public Schools for their official use. I hereby release all persons, institutions, and organizations, individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me.

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