

KEYS GRACE ACADEMY

27321 Hampden St.

Madison Heights, MI 48071

WWW.KeysAcademies.com

Office: 248-629-7700 * Fax: 248-629-7708

Date Received: _____

Personal Information

Last Name	First Name	Middle Name	Social Security #
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If any additional information relative to a different name necessary to check work or other records? Yes No

Current Street Address	City	State	Zip Code
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Date of Birth: ____/____/____ Please Circle: Male / Female E-Mail Address:

Previous address if less than one (1) year at above address:

Home Phone: (____) _____ - _____ Work Phone: (____) _____ - _____ Other: (____) _____ - _____	Are you a United States Citizen or legally eligible to work in the U. S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (if hired, you will be required to provide documentation that you are eligible to work in the U.S.)
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Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	How did you hear about the position?
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Title of Position Applying For	Date Available to Work
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If driving is required for the position for which you are applying, please state drivers' license number: _____ State of issuance: _____

Name of person to be notified in case of emergency:	Phone Number: (____) _____ - _____
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Have you been previously interviewed or employed by KEYS GRACE Academy? Yes No
If Yes, list date(s) and job title(s):

Do you have any relatives currently working for KEYS GRACE Academy? Yes No
If Yes, list names and relationship to you:

Have you ever been convicted of a crime? (A felony or misdemeanor) ? Yes No if so, when, where and nature of offense:

Are there any felony charges pending against you? Yes No if so, please explain:

Have you ever engaged in "unprofessional conduct," which is defined to mean one or more acts of misconduct, one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor, or commission of a crime involving a minor?
 Yes No if so, please explain:

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Education

Name and Location		# Years Completed	Major Area of Study	Degree/Diploma
High School				
College				
Graduate School				
Technical or Certificate Programs				
Michigan Teaching Certificate (s) and Endorsements Currently Held			Date Issued	Date of Expiration:

Do you have tenure in any Michigan School District? ___Yes ___No If so, identify the school district where tenure was acquired:
Grade(s) and Subject Matter(s) you prefer to teach:
If teaching, are you presently under contract? ___Yes ___No If so, when does that contract expire?
Have you authored any books, articles, etc...

Employment History Please provide the following information for your previous three employers, beginning with the most recent: (Please attach an additional page if necessary, do not use ösee attached resumeö.)
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Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: _____ Finish: _____		
Reason for Leaving:		

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Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

Describe your qualifications for the type of employment you are seeking: (Please include skills, special training, etc.)

Please list any special awards, honors, scholarships, or offices held.

References Please list names of supervisors, managers, or others who can comment directly on your abilities:				
Name	Address	Phone #	Relationship/Occupation	Years Known

Military Service
Were you in the U.S. Armed Forces? ___Yes ___No If so, what branch?
Rank at Discharge
List Duties in the Services, including Special Training?

KEYS GRACE Academy is an Equal Opportunity Employer. It is the policy of KEYS GRACE Academy not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause of dismissal. You are hereby authorized to make investigation of my personal references.

Signature of Applicant

Date

Print Name

Address