

CRANBROOK

380 Lone Pine Road
P.O. Box 801
Bloomfield Hills, Michigan 48303-0801
Phone: (248) 645-3161 • Fax (248) 645-3014

EMPLOYEE APPLICATION FORM



Applicant's Name

Date

*Cranbrook Educational Community is an equal opportunity employer
and strives to provide a work environment that welcomes diversity.*

Visit us on our website at www.cranbrook.edu

1**PERSONAL INFORMATION (Please Print)**

Last Name:

First Name:

Middle Name:

Is any additional information relative to a different name necessary to check work or other records? Yes No If yes, please explain:

Telephone Number:

E-mail Address:

Present Address (include city, state, and zip code):

Length of time at this address:

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

Position applied for:

When can you start:

Salary desired:

How did you hear about the position?

Have you previously applied for employment with Cranbrook? Yes No If so, when?Are you 18 years of age or older? Yes No

If driving is required for the position for which you are applying, please state drivers' license number:

State of issuance:

Have you ever been convicted of a crime (A felony or misdemeanor; including, but not limited to, operating a motor vehicle under the influence or while impaired)?

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:

PLEASE NOTE: Disclosure of criminal convictions will not exclude applicants from further consideration. Cranbrook shall conduct an individual analysis and consider the nature and gravity of the offense; the time that has passed since conviction; and the nature of the job for which an individual is applying when considering candidates for hire. However, failure to disclose a conviction will result in disqualification from employment with Cranbrook, or in dismissal from employment if an offer of employment has been made and accepted.

Job offers are contingent on satisfactory completion of background checks and references. In accordance with laws for Michigan schools and Cranbrook's hiring procedure, background checks include fingerprinting and the information provided on your employment application (criminal history, education, unprofessional conduct) will be verified. Any concerns raised during this process could be cause for disqualification from employment. Offers of employment are also contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986.

Have you ever been dismissed from or asked to resign from any employment position? Yes No If yes, explain:**2****PERSONAL REFERENCES**

(Not Former Employers or Relatives)

Name and Occupation

Address (Street)

Work Phone #

Address (City, State, Zip)

Home Phone #

Name and Occupation

Address (Street)

Work Phone #

Address (City, State, Zip)

Home Phone #

Name and Occupation

Address (Street)

Work Phone #

Address (City, State, Zip)

Home Phone #

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RECORD OF EDUCATION

(Include Current Course of Study or Training)

| Name, City & State of Educational Instruction | Graduated | | | | |
|---|---|------------------------------|----------------------------------|------------------------------------|---------------------|
| High School: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Extracurricular Activities: | | | |
| GED Received: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Offices, Honors, Awards: | | | |
| Name, City & State of Educational Instruction | Graduated | If No Degree, Credits Earned | Type of Degree Received-Expected | Major/Sem.Hours Minor/Sem.Hours | Overall Grade Point |
| College or University: | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | _____ | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | _____ | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | _____ | |

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MILITARY SERVICE RECORDWere you in the U.S. Armed Forces? Yes No If yes, what branch?

Rank at Discharge:

List Duties in the Services, including Special Training:

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PAST AND PRESENT EMPLOYMENT

(List below your present and past employment, beginning with your most recent employer.)

| Name and Address of Employer and Type of Business | From Mo. Yr. | To Mo. Yr. | Last Salary | Name of Supervisor |
|---|----------------------------|------------|-------------|--------------------|
| Name: | | | | |
| Address: | | | | |
| Type of Business: | Describe the work you did: | | | |
| Telephone: | Reason for Leaving: | | | |
| Name and Address of Employer and Type of Business | From Mo. Yr. | To Mo. Yr. | Last Salary | Name of Supervisor |
| Name: | | | | |
| Address: | | | | |
| Type of Business: | Describe the work you did: | | | |
| Telephone: | Reason for Leaving: | | | |
| Name and Address of Employer and Type of Business | From Mo. Yr. | To Mo. Yr. | Last Salary | Name of Supervisor |
| Name: | | | | |
| Address: | | | | |
| Type of Business: | Describe the work you did: | | | |
| Telephone: | Reason for Leaving: | | | |
| Name and Address of Employer and Type of Business | From Mo. Yr. | To Mo. Yr. | Last Salary | Name of Supervisor |
| Name: | | | | |
| Address: | | | | |
| Type of Business: | Describe the work you did: | | | |
| Telephone: | Reason for Leaving: | | | |

Are there any other experiences, skills or qualifications which you feel would especially qualify you for work with Cranbrook? (Applicants are invited to submit resumes or other pertinent information in written form.)

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PLEASE READ AND SIGN BELOW

I certify that the facts set forth in this Application of Employment, in my resume and in the other materials I have submitted are true and complete. I understand that any false, misleading or incomplete information will result in disqualification from employment with Cranbrook ("the Employer"), or in dismissal from employment if an offer of employment has been made and accepted.

I hereby authorize the Employer to contact all my former and current employers, educational institutions and the other references I have provided regarding me and my performance record and work, academic and/or military experience.

I hereby authorize my current and former employers to disclose to the Employer all requested information, including but not limited to, any information concerning any unprofessional conduct by me, and to make available to the Employer copies of all documents maintained in my personnel record, including but not limited to, documents relating to any unprofessional conduct by me.

I also hereby release the Employer and its employees and agents, and all of my former and current employers, educational institutions, and the other references I have provided, from any and all liability and damages for releasing in good faith, or using, information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the Employer or any former or current employer, that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the Employer may conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search to the Employer. I further hereby release the individual or entity conducting the search, the Employer, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that criminal convictions may result in disqualification from employment with the Employer or in dismissal from employment if an offer of employment has been made and accepted.

In consideration of my employment, I agree and understand that, subject to any collective bargaining agreement applicable to me, my employment and compensation can be terminated with or without cause, with or without notice, at either my option or at the option of the Employer, it being mutually understood and agreed that my relationship with the Employer is one of employment at will, and no representative of the Employer, other than the President or his/her designee, has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing, and any such agreement must be in writing and signed by the President or his/her designee.

Subject to any collective bargaining agreement applicable to me, I agree not to commence any action or suit relating to my employment with the Employer more than one (1) year after the occurrence of the facts giving rise to the claim, or more than one (1) year after the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary. In the event that the statute of limitations applicable to such a claim is less than one (1) year, I agree that the shorter statute of limitations shall apply.

I hereby consent to having a physical examination and/or test(s) conducted by a physician or other professional of the Employer's choice, including but not limited to drug and/or alcohol testing, and understand that any offer of employment is conditioned upon the results of this examination(s) and/or test(s).

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations, as amended from time to time, of the Employer.

Signature

Print Name

Date