

# APPLICATION

**Complete and Submit Application, Cover Letter (1 Page) , Resume' and Three (3) References to email address:**

**mmssearch@mdek12.org**

**For Staff/Official Use Only**

Received: \_\_\_\_\_

**Important! Please Read Before you begin the application process:**

Please be sure to complete this entire application. All packets must have application, 1 page max cover letter, current resume' and listing of three (3) references.

-TYPE OR PRINT IN BLACK INK-

### JOB INFORMATION

|             |                 |
|-------------|-----------------|
| JOB NUMBER: | POSITION TITLE: |
|-------------|-----------------|

### PERSONAL INFORMATION

|                         |   |           |
|-------------------------|---|-----------|
| FIRST NAME              | MIDDLE INITIAL  | LAST NAME |
| ADDRESS                 |   |           |
| CITY                    | STATE   | ZIP       |
| HOME PHONE              | ALTERNATE PHONE   |           |
| MONTH AND DATE OF BIRTH | WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL OR <input type="checkbox"/> PAPER |           |
| EMAIL ADDRESS           |   |           |

### EDUCATION

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

- |   |  |   |  |   |
|---|--|---|--|---|
| <input type="checkbox"/> Some High School | <input type="checkbox"/> Some College      | <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Master's Degree     | <input type="checkbox"/> Doctorate Degree |
| <input type="checkbox"/> High School      | <input type="checkbox"/> Technical College | <input type="checkbox"/> Bachelor's Degree  | <input type="checkbox"/> Specialist's Degree |   |

#### HIGH SCHOOL EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL/RECEIVE A G.E.D.? YES  NO   
 IF NO, WHAT WAS THE HIGHEST GRADE LEVEL COMPLETED? 7  8  9  10  11  12

#### COLLEGE/UNIVERSITY EDUCATION

|                              |   |   |
|------------------------------|---|---|
| SCHOOL NAME                  |   | DEGREE RECEIVED   |
| DATES ATTENDED               | DID YOU GRADUATE?<br>YES <input type="checkbox"/> NO <input type="checkbox"/> | <input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER<br># OF UNITS COMPLETED: |
| SCHOOL LOCATION (CITY/STATE) |   | MAJOR   |
| SCHOOL NAME                  |   | DEGREE RECEIVED   |
| DATES ATTENDED               | DID YOU GRADUATE?<br>YES <input type="checkbox"/> NO <input type="checkbox"/> | <input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER<br># OF UNITS COMPLETED: |
| SCHOOL LOCATION (CITY/STATE) |   | MAJOR   |
| SCHOOL NAME                  |   | DEGREE RECEIVED   |
| DATES ATTENDED               | DID YOU GRADUATE?<br>YES <input type="checkbox"/> NO <input type="checkbox"/> | <input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER<br># OF UNITS COMPLETED: |
| SCHOOL LOCATION (CITY/STATE) |   | MAJOR   |





**REFERENCES**

[Empty space for references]

**APPLICANT DECLARATIONS**

By signing this application, I certify that all statements made herein and on any attached documents are true and complete to the best of my knowledge. I authorize the verification of this information by any agency considering me for employment. I know that any misrepresentation herein may lead to rejection of my application. I understand that, as a condition of employment, I will be required to present documentation which verifies both my identity and my employment eligibility pursuant to federal immigration law.

X \_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE