

**North Kent Aquatic Team Employment Application**

**Date:**

**Personnel Data**

Applicant Name: (Mr/Mrs/Ms/Dr) (First Name) (Middle Initial) (Last Name)

Email Address: Home Phone: Cell:

***Other name(s) under which transcripts, certificates, and former applications may be listed:***

Name: (Mr/Mrs/Ms/Dr) (First Name) (Middle Initial) (Last Name)

**Postal Address (if residing in permanent address same as above, write “Same” below)**

Permanent Address

Number & Street:

Apt Number:

City:

State/Province:

Zip/Postal Code:

Daytime Phone:

**Employment Information**

Position Desired

\_\_\_\_Instructor / Coach

\_\_\_\_Committee / Board (please list position or committee of interest)

**Experience and Qualifications -** Work History/Experience - Please list ALL relevant experience beginning with the most recent job or duty.

1. Position Organization Date from / To Reason for leaving

2.Position Organization Date from / To Reason for leaving

3.Position Organization Date from / To Reason for leaving

4.Position Organization Date from / To Reason for leaving

**Education** - Please tell us about your educational background beginning with high school

High School Attended:

Graduation Status: If not graduated, when is your graduation date?

Colleges, Universities and Technical Schools Attended and Graduation Status w/date and degree/training :

Institution: Degree/Endorsement: Date of completion:

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**Special Training / Certification -** Please list any certifications, special training, and qualifications for the position(s) you are applying for:

Name of course/certification/training Expiration date

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

List any other training or education you feel relevant to this position:

**Qualification Questions:** Please answer the following questions.

1. Please explain how your past personal and/or professional experience, and/or education make you a highly qualified candidate for the position for which you are applying.
2. List any additional information which you feel will help in determining your professional qualifications for a position.

**Employment Statement** - Please note: Applicants are not obligated to disclose sealed or expunged records. \*

1. Are you eligible to work in the United States? \* Yes/No
2. Do you possess a valid driver's license? Yes/No DL#
3. Have you ever been convicted of a criminal offense other than a minor traffic violation? Yes/No If yes, explain, giving dates:

*Please Note: A conviction above will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law. \**

1. Have you ever had any indicated finding of child abuse filed in your name? Yes/No If yes, explain, giving dates: \*
2. Does your name appear on any Sex Offender Database in any state or country? Yes/No. If Yes, within which State?

**Equal Opportunity Employer**: North Kent Aquatic Team, a 501c3, is an Equal Opportunity Employer. North Kent Aquatic Team ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability. Any individual needing assistance in making application for any opening should contact the NKAT Board of Directors.

Applicant’s Acknowledgment and Agreement By checking the box below, candidate authorizes the North Kent Aquatic Team to conduct an investigation of candidate pursuant to The Northview Public School Code and USA Swimming employment recommendations to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate’s employment.

The School Code also stipulates that the School District perform a check on the Statewide Sex Offender Database for candidates 18 years and older. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) authorize the use of any information in the application to verify my statement, and I authorize past employers, all references, and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I, \_\_\_\_\_\_\_\_\_\_\_ (name), agree to all of the terms above. I agree Consent and Release ACKNOWLEDGMENT, AUTHORIZATION, CONSENT AND RELEASE FOR PRE-EMPLOYMENT INVESTIGATION PLEASE READ CAREFULLY - THIS DOCUMENT CONTAINS A RELEASE I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), the undersigned candidate for employment with the North Kent Aquatic Team (the "Club"), acknowledge, authorize and give my voluntary consent to a pre-employment investigation to be conducted by the Club’s employees or agents for the purpose of confirming and verifying the contents of my application for employment, resume and/or letter of interest submitted by me and/or to confirm or verify any verbal representations made or to be made by me with respect to my consideration for employment with the Club.

References I authorize and give my voluntary consent to the Club’s investigating employees or agents to contact any or all of my personal references, current and former employer(s), current and previous educational institution(s) attended and any other person(s) and organization(s) as deemed necessary by the Club’s investigating employees or agents for the purpose of making pre-employment inquiries and obtaining information concerning my character, reputation, certification, licensure, academic and/or work record and experience. Further, I acknowledge, understand, and agree that an investigation may be made whereby information is obtained through personal interviews or other contacts with my neighbors, friends, or others with whom I am or have been associated or acquainted or who may have knowledge of the above information regarding me. Those inquiries may include, as appropriate, information regarding my character, reputation, personal characteristics, and mode of living.

Disclosure of Information I authorize and give my voluntary consent to the disclosure of any information, written or verbal, and/or any documentation regarding my character, reputation, work and work experience record(s), disciplinary record(s) (including, but not limited to, records of unprofessional conduct), and academic record(s) from any entity or person, including my current and former employer(s) and current and previous educational institution(s) attended, upon the request of the Club’s employees or agents conducting the pre-employment investigation.

Certificates, Licenses, Approvals I also authorize and give my voluntary consent to the Club’s investigating employees or agents of the Club to contact the United State Swimming, Michigan Swimming, Inc, the Michigan Secretary of State and any other licensing or regulatory agencies to verify the existence and validity of any certificates, licenses and/or approvals possessed by me and required in the assignment for which I am making application. This consent shall include authorization to receive copies of any such certificates, licenses and/or approvals as well as any documents relating to any previous, current or pending proceedings pertaining to the limitation, suspension and/or revocation of such certificate(s), license(s) or approvals.

Child Protection, Law Enforcement, Judicial Authorities I authorize and give my voluntary consent to the Club’s investigating employees or agents to contact any child protection agencies or registries, law enforcement authorities and/or judicial authorities and to make pre-employment inquiries and to obtain any information and/or records related to me to determine if I have committed or have been convicted of any crimes and if there are any felony charges pending against me, including the nature of the crimes committed and/or the pending felony charges.

Criminal History Background Check I understand and agree that: 1. The District must request a criminal history check on me from the Michigan Department of State Police and the Federal Bureau of Investigation or may request a criminal history check on me even if not required by Michigan law; 2. Until the aforementioned reports are received and reviewed by the Club, I am regarded as a conditional employee; and 3. If the aforementioned reports contain information that is not consistent with representation(s) made by me respecting either the absence of any conviction(s) or any crime(s) for which I have been convicted, my employment contract is voidable at the option of the Club.

Personnel File/False or Misleading Statements I acknowledge, understand and agree that if the Club should employ me, my application for employment and other related information, as deemed appropriate for retention, will become a permanent part of my personnel file. Further, I acknowledge, understand, and agree that any representations, omissions or statements made by me during the pre-employment application and screening process which are subsequently discovered to be false or misleading, constitute grounds for discharge.

 **By signing below, I hereby:**

* Attest that all information I have provided in conjunction with this employment application is true and complete.
* Attest that I will continue to provide true and complete information in conjunction with this application and my candidacy for the position to which I have applied (“Application Process”), including updates regarding any material changes in circumstances.
* Acknowledge and agree that if during the application process, I make any false or misleading statements—including material omission—that this may be considered grounds for elimination from employment consideration or rescission of the job offer, including revocation of appointment and removal if hired.

Print Name:

Signed:

Dated: