



UNIVERSAL MANAGEMENT COMPANY, LLC

Providing Educational Services with Helping Hands

2570 Seminole Dr. Ann Arbor, MI 48108 Phone: 734 971-7475 Fax: 734 971-0329

Employment Application

Non-Instructional Staff

Last Name		First Name		M.I.
Address			E-mail	
City	State	Zip	Social Security Number	
Home Phone	Cell Phone		Other Number	
Position Applying For		School	Date	

Educational Background

	School / Location	Major / Minor	Diploma / Degree	Date Completed
College / University				
Undergraduate				
Graduate				
Post Graduate				

Educational Awards, Honors, or Achievements _____

Do you speak, write, or understand any foreign languages? Yes _____ No _____

If yes, describe which language(s) and how fluent of a speaker you consider yourself to be.

Licensure

Do you hold a valid license? Yes _____ No _____

Type of Certificate	State(s) certified to teach in
Date Certification(s) issued	Date Certification(s) expires
Endorsements as they appear in Certificate	

Have you ever had your license revoked or suspended? Yes _____ No _____

Do you have any other experiences, training, qualifications, or skills which you feel should be considered in the case that they make you especially suited for working with us?

Yes _____ No _____

If yes, explain _____

Employment Information

If hired:

Would you be able to present evidence of your U.S Citizenship, or proof of your legal right to work in the United States? Yes _____ No _____

Willing to submit to and pass a controlled substance test? Yes _____ No _____

Provide a criminal background check? Yes _____ No _____

Provide information for an Unprofessional Conduct Report? Yes _____ No _____

Are you currently employed? Yes _____ No _____ If yes, reason to change employment _____

When would you be available to work? _____

Work preference: Full Time Part Time Temporary Permanent

Have you ever been convicted or pleaded no contest to a:

felony Yes _____ No _____

misdemeanor Yes _____ No _____

Are there any criminal charges pending against you?

Yes _____ No _____

If you answered “yes” to any of the questions in this section, please indicate where, when, and explain the circumstances.

Employment Experience (Do not fill out if provided on resume)

Employer	Start Date	End Date
Address	City, State, Zip	
Position	Supervisor	
Reason for Leaving	Ending Salary	

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Address	City, State, Zip	
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Position	Supervisor	
Reason for Leaving	Ending Salary	

Comments (including explanation of any gaps in employment) _____

References (Professional-non related)

Name	Phone Number
Relationship	Years Known

Name	Phone Number
Relationship	Years Known

Name	Phone Number
Relationship	Years Known

Please read and initial each paragraph, then sign below.

I certify that I have not purposely withheld any information that might adversely affect my chances for employment. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of a material fact on this application, or on any document used to secure employment can be used as grounds for rejection of this application, or if such is found after I am employed by this company, may be used for immediate termination.

I understand that if I am employed, I shall sign a conditional contract.

I permit the company to examine my references, records of employment, education records, and any other information that I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers, and all persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such examination or revelation.

Applicant's Signature

Date

Universal Management Company, LLC does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, citizenship, sex, disability, military or veteran status, age, or other legally protected category in its programs, activities, and employment.

It is this company's policy not to refuse to hire a qualified individual with a disability because of that persons need for reasonable accommodation as required by the ADA.

Universal Management Company, LLC is an Equal Employment Opportunity Employer.

UMC Application 3.13.12