



550 Maple St, Manistee, MI 49660  
(231) 723-3521 • Fax (231) 398-2021  
Ron Stoneman, Superintendent  
Howard Vaas, Business Manager  
[maps.manistee.org](http://maps.manistee.org)

## **POSTING**

### **SCHOOL SECRETARY**

(External/Internal; 10-day)

May 20, 2022

- POSITION:** **UP TO TWO (2) SCHOOL SECRETARIES**  
**Manistee Middle+High School**
- HOURS:** The position is 200 - 225 days per year, according to school calendar, job placement and work load. 8 hours per day.
- QUALIFICATIONS:** Skilled in customer service, ability to keep timely records and detailed schedules, proficiency with electronic communications and record keeping systems, ability to be flexible with a variety of staff, parent and student needs.
- RECOMMENDED:** Prior experience in clerical setting, ability to learn web-based applications, and familiarity with educational setting.
- SALARY & BENEFITS:** According to clerical contract. Insurance and Retirement.
- POSTING**  
**EXPIRATION:** **Thursday, June 2nd, 2022 at 3pm**
- APPLICATION:**
- Internal:** Submit an electronic copy of letter of interest.
- External:** Submit an electronic copies of cover letter, resume' and attached application to:
- Sara Schubert**  
MAPS Board Office  
[sschubert@manistee.org](mailto:sschubert@manistee.org)

**District Policy:** *Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.*



**SUPPORT STAFF APPLICATION FORM**

\_\_\_\_\_  
POSITION APPLYING FOR

\_\_\_\_\_  
DATE OF APPLICATION

NAME: \_\_\_\_\_

MAILING ADDRESS: Number / Street / Road

Apt. # or P.O. Box

City

State

ZIP CODE

Home Telephone #

Cell Phone #

Email Address

ARE YOU PRESENTLY EMPLOYED? \_\_\_\_\_ PRESENT/LAST SALARY \_\_\_\_\_

(hrly/wkly/yrly)

ARE YOU A U.S. CITIZEN? \_\_\_\_\_ YES \_\_\_\_\_ NO

CURRENT EMPLOYER: \_\_\_\_\_

ADDRESS/CURRENT EMPLOYER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE #: \_\_\_\_\_

MAY YOUR PRESENT EMPLOYER BE CONTACTED? [ ] Yes [ ] No

WHEN WOULD YOU BE AVAILABLE FOR A PERSONAL INTERVIEW? \_\_\_\_\_

**WORK EXPERIENCE:**

Name/Address of Employer	Supervisor's Name & Phone Number	OK to contact? (yes/no)	Nature of Work	Employment Dates From - To	Reason for Leaving

**EDUCATION AND PROFESSIONAL TRAINING:**

List High Schools, Colleges/ Technology School &/or Universities Attended	Location	Years Attended or Graduated & Degrees Received	Area of Study

ARE YOU PRESENTLY WORKING TOWARD A HIGHER DEGREE? \_\_\_\_ YES \_\_\_\_ NO  
 IF "YES," WHAT IS YOUR EXPECTED COMPLETION DATE AND DEGREE EXPECTED? \_\_\_\_\_

**CHARACTER REFERENCES:**

NAME	POSITION TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS

**EXPERIENCE WORKING WITH STUDENTS:** List experiences you have had working with young people, i.e., scout work, summer camps, etc.

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?** \_\_\_\_ YES \_\_\_\_ NO  
 IF "YES," INDICATE THE TYPE OF CONVICTION, DATE, AND COURT WHERE THE CONVICTION OCCURRED:

**HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR (excluding a minor traffic offense)?** \_\_\_\_ YES \_\_\_\_ NO (Note: Conviction record will not necessarily be a bar to employment.)

I hereby consent that any former or current employer, whether named in this application or not, may release all employment records of the applicant to the District. I also consent to a physical and drug test as part of the screening process. I understand I must undergo a Criminal History Record Check.

I hereby authorize the District to inquire and verify any information contained on this application for employment, and the District shall not be liable for any damages which may result from such inquiry or verification. I understand that making any misleading or untruthful statement on this application may result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

I further agree to comply with all rules, regulations, and policies of Manistee Area Public Schools and agree that my employment status is "at will" and, thus, I may be terminated for cause or no cause at any time, and I may terminate my employment at any time for any reason. Upon my termination, I authorize the release of reference information regarding my work history with Manistee Area Public Schools."

**Signature (Full Name)**

**Date**

*In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.*