



Employment Application

Applicant Information

Position Applied for: _____

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ E-mail Address: _____

Date Available: _____

Present Position: _____

Education and Professional Preparation

High School: _____ **Address:** _____

Number of Years Completed: _____ Did you graduate? YES NO Degree: _____

College: _____ **Address:** _____

Major Course(s) of Study: _____

Number of Years Completed: _____ Did you graduate? YES NO Degree: _____

Other: _____ **Address:** _____

Number of Years Completed: _____ Did you graduate? YES NO Degree: _____

List any certifications that you may have from educational, professional or technical agencies:

United States Military Service

Do you have United States Military Experience? <input type="checkbox"/> Yes <input type="checkbox"/> No				Branch: _____	
Date Entered:	_____	Date Discharged:	_____	Rank at Time of Discharge:	_____
Special Skills or Training from Service:	_____			Present Military Status:	_____

Recent Employment History (List Most Recent Experience First)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

THIS SECTION MUST BE COMPLETED AS PART OF THE APPLICATION PROCESS. PLEASE MAKE CERTAIN THAT YOU ANSWER ALL OF THE QUESTIONS TRUTHFULLY. OMISSION OR FALSIFICATION OF ANY CRIMINAL INFORMATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

Have you ever been convicted of an offense other than a minor traffic violation? Yes No

If YES, when, where, and disposition of the conviction:

Note: An applicant for employment is not obligated to disclose sealed or expunged records of conviction or arrest. You are also not obligated to disclose expunged juvenile records of adjudication or arrest.

Have you ever been convicted of, had adjudication withheld, pled no contest to, or entered a pretrial intervention program for a misdemeanor or felony criminal charge?

Yes No

(IF YES, EXPLAIN ON SEPARATE SHEET)

Have you ever been the subject of an indicated report by DCFS or similar state agency? Yes No

(IF YES, EXPLAIN ON SEPARATE SHEET)

Have you ever been suspended without pay, or dismissed from employment, or resigned while an investigation was in progress for possible disciplinary action?

Yes No

IF YES, WHERE _____ and WHEN _____

Candidate Statement

Information which you may want to express in order to receive maximum consideration for employment:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Licensed Position

Please complete the following section if applying for a certified position

Major: _____

No. of Hours: _____

Minors: _____

No. of Hours: _____

Are you now under contract to teach?

YES

NO

List any endorsements you hold:

If applying for a high school or junior high position, what subjects are you licensed to teach in Illinois?

At what grade level did you student teach? _____ Where: _____

Which extra class activities (including intramurals or interscholastic athletics) are you willing to direct?

Do you hold a valid Illinois License?

YES

NO

What type(s):

Professional Educator License (PEL)

Educator License with Stipulations (ELS)

Substitute License

Illinois Educator Identifying Number (IEIN): _____

Substitute Teaching Position

Please complete the following section if applying for a substitute teaching position

What is your preference for substituting?

_____ Elementary

_____ Jr. High

_____ High School

Do you have a valid Illinois License?

YES

NO

What type(s):

Professional Educator License (PEL)

Educator License with Stipulations (ELS)

Substitute License

Illinois Educator Identifying Number (IEIN): _____

Please list the ROE (s) that you are registered with:
