

Henry-Senachwine Community Unit School District #5

1023 College Avenue
Henry, Illinois 61537
309-364-3614

NON-CERTIFIED PERSONNEL EMPLOYMENT APPLICATION

POSITION APPLIED:

Office: District Bookkeeper _____ Secretary _____ Substitute _____
Maintenance: Supervisor _____ Custodian _____ Substitute _____
Food Service: Supervisor _____ Cook _____ Substitute _____
Transportation: Supervisor _____ Bus Driver _____ Substitute _____
Paraprofessional: Substitute _____ Special Ed Inclusion _____
Coach: _____ Special Ed Individual Aide _____

IL Certification: _____ Yes _____ No Certification Type(s) and Number(s) _____

Grade Level Preference: PreK-5 _____ 6-8 _____ 9-12 _____

NAME _____
Last First MI

ADDRESS _____
Street City County State Zip

Were you known by any other name? _____ If so, what was it? _____

TELEPHONE _____
Home (include current area code) Work (include current area code)

EMERGENCY CONTACT _____
Name Phone

DATE AVAILABLE _____ May we contact you at work? _____ Yes _____ No

SS# _____ **DRIVERS LICENSE #** _____ **ISSUING STATE** _____

Have you ever been convicted of a felony or misdemeanor that resulted in imprisonment? _____ Yes _____ No
(A conviction will not necessarily disqualify you from the position applied for.)

Have you filed an application before? _____ Yes _____ No If yes, date _____
Have you ever been employed here before? _____ Yes _____ No If yes, date _____

SKILLS
_____ Computer _____ Word Processing _____ Database _____ Spreadsheet _____ Typing WPM
_____ Internet _____ PC Repair _____ Cabling
List software you are comfortable using _____

_____ Maintenance _____ Electrical Repair _____ Plumbing Repair _____ Carpentry Skills
_____ Boiler Care
_____ Machinery Use - List machines _____
_____ Machinery Repair - List machines _____
_____ **Are you able to lift 50 pounds?** _____
_____ Other (List) _____

EMPLOYMENT HISTORY (Please list most recent employment first)

If currently employed, may we contact your employer? _____ Yes _____ No. If yes, give name, position and phone number of your immediate supervisor. _____

Name Position Phone

School or Company	City, State	Position, Grade or Subject	Dates	Reason for Leaving

EDUCATION (please start with high school. Then list any other schools attended.)

School and Location	Dates Attended	Degree Received	Major Emphasis	GPA/Out of

COMMUNITY ACTIVITIES (Please list the ones in which you have taken part.) _____

VOLUNTEER ACTIVITIES (Please list the ones in which you have taken part.) _____

HOBBIES (Sports, Reading, Crafts, etc.) _____

What are your professional goals? _____

Are you related to any present board member or administrator? _____ **If yes, to whom and how?** _____

REFERENCES

Name	City, State	Position/Relationship	Telephone	Years known

NOTE for certified applicants only: Photocopies of academic transcripts are acceptable as part of your application file. **OFFICIAL AND ORIGINAL** transcripts from all colleges attended will be required upon employment.

I hereby certify that the information given by me in this application is true and complete to the best of my knowledge. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of this application or discharge from employment.

Applicant Signature

Date

****EQUAL OPPORTUNITY****

Henry Senachwine Community Unit School District #5 is an equal opportunity employer and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under state, federal or local equal opportunity laws.

All blanks must be filled in for this application to be valid. Applications are kept on file for one calendar year.