

**APPLICATION FOR EMPLOYMENT  
NON-CERTIFIED  
MONTICELLO CUSD #25**

Superintendent's Office  
2 Sage Drive  
Monticello, IL 61856  
phone 217.762.8511 x1200  
fax 217.762.8534



Monticello High School  
Monticello Middle School  
Washington School  
Lincoln School  
White Heath School

**Application Date** \_\_\_\_\_

**Position(s) Applying For** \_\_\_\_\_

**Name** \_\_\_\_\_

\_\_\_\_\_

**Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

\_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Current Employer** \_\_\_\_\_

**Email** \_\_\_\_\_

**Date Available** \_\_\_\_\_

**EMPLOYMENT HISTORY**  
(begin with most recent position)

Position/Title	Employer Address & Phone Number	Length of Employment	Reason for Leaving

**EDUCATIONAL AND TRAINING BACKGROUND**

	Place Attended	Dates Attended	Diploma/Degree	Special Areas of Study/Training
High School				
College				
College				
Other				
Other				

**REFERENCES**

	Name & Address	Position	Phone Number
1.			
2.			
3.			

**SPECIAL SKILLS**

Mark any Special Skills that specifically qualify you for this position (custodial).

- electrical       plumbing       roofing       concrete       painting
- mowing       landscaping       woodworking       construction       HVAC
- refrigeration       technology       flooring       cleaning       welding

Mark any Special Skills that specifically qualify you for this position (student-related).

- teacher aide       secretarial       first aid       retail       food service
- janitorial       computer       organizing       day care       phone skills

**POSITION INTEREST**

**Please write a paragraph on why you are interested in this position and why the district should consider you for hire.**

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**BACKGROUND QUESTIONS**

Have you ever been convicted of a criminal offense other than a minor traffic violation? Applicants are not required to disclose sealed or expunged records of conviction or arrest. Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been discharged from any employment or did you ever resign under threat of discharge after being accused of misconduct or poor job performance? Yes \_\_\_\_\_ No \_\_\_\_\_

At any time during the last four years, did you receive any written reprimands or suspensions for alleged misconduct or poor job performance? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever received an overall rating of unsatisfactory (or an equivalent) as the result of a job performance appraisal or evaluation? Have you ever received a rating of unsatisfactory or "needs improvement" (or their equivalent) for any specific categories of performance? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answer "Yes" to any of the previous questions, describe the circumstances on a separate sheet of paper, and include with your application.

*Please Note: You are not necessarily precluded from employment because of a criminal record. Consideration will be given to the amount of time since the conviction, employment history since the conviction, the relationship between the type of employment you are being considered for and the crime involved and any other circumstances or information that would pertain to your employment and the safe and efficient operation of the school district. You will be precluded from employment and/or terminated if you give false or incomplete answers on this application.*

**NOTICE TO APPLICANT**

As an equal opportunity employer, Monticello CUSD #25 complies with Federal and State laws prohibiting discrimination in employment. Monticello CUSD #25 makes all employment-related decisions without regard to race, color, religion, sex, creed, national origin, ancestry, disability, marital or veteran status, sexual orientation, pregnancy, or other unlawful considerations.

I understand that I must, if offered employment, submit to a criminal background investigation and that an offer of employment is subject to receipt of a criminal background check that does not contain any prohibited offenses as outlined in the Illinois School Code and is otherwise satisfactory to the School District. I further understand that an offer of employment is subject to receipt of positive recommendations/references.

I understand that any offer of employment will be subject to compliance with the identification and employment eligibility requirements imposed by the U. S. Immigration and Naturalization Service and/or the Department of Homeland Security and the successful completion of a health examination.

I authorize the release to the District of all high school, college and other educational records pertaining to my attendance, course work and other school activities.

I consent to the disclosure of any and all information about me contained in private and government files relevant to this application for employment or relating to my present and former employment history, and I request all former employers, and federal, state and local government agencies to supply said information to Monticello CUSD #25 on its request.

I authorize investigation of all statements contained in this application or made at any stage of this employment process as may be necessary or appropriate in arriving at an employment decision.

I authorize and request my former employers to furnish Monticello CUSD #25 with any personnel information requested by it. I release you, my former employers, from any liability that may arise as a result of your providing such information to Monticello CUSD #25 and release Monticello CUSD #25 and/or its agents for any action taken due to information released by any school, government agency or former employer.

I hereby certify that my statements in this application are true and complete to the best of my knowledge. I understand that the giving of false, misleading, or incomplete information, or the omission of relevant information on this application or at any point in the application process is sufficient independent cause, to the extent necessary, to cease further consideration of my application, or, if I am hired, for termination of employment.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICE USE ONLY**

Interview Date: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Background Check Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Reference Check Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Action Taken:  Job Offer  Second Interview  Not Recommended  Application on File

Assignment: \_\_\_\_\_

Salary Schedule Placement: \_\_\_\_\_

Extra-Assignments: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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