Elmwood CUSD #322

301 W. Butternut St.

Elmwood, IL 61529

309-742-8464

**APPLICATION FOR CERTIFIED EMPLOYMENT**

**We are an Equal Opportunity Employer.**

**We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |       | Last Name: |       | First Name: |       | Middle Initial: |    |
|  |  |
| No. and Street Name: |       |
|  |  |  |  |  |  |
| City: |       | State: |       | Zip Code: |       |
|  |  |  |  |
| Home Telephone Number: |       | Cell Phone Number: |       |
|  |  |
| Email address: |       |

|  |  |
| --- | --- |
| What is the name and grade of the position for which you are applying? |       |

Have you used any name other than the name used on this application? [ ]  YES [ ]  NO

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| --- | --- |
| If so, what name(s) were used and during what period was any name(s) used?  |       |

Have you ever interviewed for a position at Elmwood CUSD #322? [ ]  YES [ ]  NO

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| --- | --- |
| If so, when and under what name?  |       |

Have you ever worked for the Elmwood School District? [ ]  YES [ ]  NO

|  |  |
| --- | --- |
| If yes, what position did you interview for and when?  |       |

CERTIFICATION:

|  |  |  |
| --- | --- | --- |
| **Illinois Certification Number** | **Type** | **County Registered In** |
|       |       |       |
|       |       |       |
|       |       |       |
| Endorsements:       |

If you do not possess an IL Certificate, have you begun the application process? [ ]  YES [ ]  NO

Can you perform the job for which you are applying without any special accommodations? [ ]  YES [ ]  NO

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| If special accommodations are required, what are they? |       |

Do you have a legal right to work in the United States? [ ]  YES [ ]  NO

Have you ever been determined a perpetrator of child abuse or neglect in a Department Children and Family Services (“DCFS”)

Report? [ ]  YES [ ]  NO

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| If so, explain. |       |

EDUCATIONAL BACKGROUND

ALL DEGREES AND HOURS EARNED AFTER LAST DEGREE MUST BE LISTED.

SHOULD YOU BE OFFERED A POSITION YOU WILL NEVER BE PAID FOR ANY DEGREES OR HOURS NOT LISTED.

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| --- | --- | --- | --- | --- |
| **School** | **Location** | **Major and Minor** | **Diploma, Degree or # of Hours** | **Date of Graduation** |
|       |       |       |       |       |
|       |       |       |       |       |
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TEACHING EXPERIENCE

(Do not include student teaching or substitute teaching)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School** | **Location** | **Dates** | **Length of Service** | **Salary** | **Grade and Subject** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

STUDENT TEACHING AND SUBSTITUTE TEACHING EXPERIENCE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School** | **Location** | **Dates** | **Length of Service** | **Salary** | **Grade and Subject** |
|       |       |       |       |       |       |
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EXTRA-CURRICULAR AND COACHING / SPONSOR EXPERIENCE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School** | **Location** | **Dates** | **Length of Service** | **Salary** | **Duties** |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |

ADMINISTRATIVE EXPERIENCE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School** | **Location** | **Dates** | **Length of Service** | **Salary** | **Duties** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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Are you computer literate? [ ]  YES [ ]  NO

If yes, please rate your proficiency below:

**Software Program Expert Proficient Novice**

Microsoft Word [ ]  [ ]  [ ]

Microsoft Excel [ ]  [ ]  [ ]

Student Management Software [ ]  [ ]  [ ]

 Name of Software:

Attendance / Grading Program [ ]  [ ]  [ ]

 Name of Software:

REFERENCES

Please list superintendents, principals, supervisors, or student teaching supervisors who have personal and professional knowledge of you and your work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Position** | **Day Phone** |
|       |       |       |       |
|       |       |       |       |
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Have you ever failed to be re-appointed or been asked to resign from a position? [ ]  YES [ ]  NO

If yes, please list the name, address and phone number of the employer and explain the reason(s) you were asked to resign and/or not reappointed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Phone Number** | **Reason** |
|       |       |       |       |
|       |       |       |       |

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| If you are currently employed, why do you wish to leave your present position? |       |

|  |  |
| --- | --- |
| What coaching and/or sponsorships are you interested in at Elmwood CUSD #322? |       |

In your own words please discuss your core beliefs as an educator and how you would apply those beliefs in your program/classroom. **This section is not required if applying for a non-certified position.**

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|       |

District #322 is an equal opportunity employer and does not discriminate on the basis of sex, age, race, creed, color or national origin or disabling conditions.

The School Code of the State of Illinois requires a criminal background investigation of all District #322 employees. All hiring is subject to that investigation.

I hereby certify that I have a genuine interest in being hired and that all of the foregoing statements are true and correct. I agree to assume a continuing responsibility to disclose additional or new information, called for by this employment application, but know to me only after this application was completed, and understand that my failure to make such a disclosure, and that falsification of any of the information given herein, on any employment form or in any interview, are grounds for immediate termination, regardless of when such failure or falsification may be discovered.

 I hereby certify that all statements contained in this application are true and complete. I understand that any misrepresentation, error, or omission in any of these statements may be deemed intentional and may prevent my employment or may result in my immediate dismissal upon discovery. Unless otherwise governed by a collective bargaining agreement or applicable law, I understand that any employment which may result with the Elmwood Community School District #322 can be terminated with or without cause, and with or without notice at any time, at the option of the Board of Education of District #322. I further understand that subsequent to an offer of employment a physical examination may be required and that employment will be in accordance with the results of any physical examination required.

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Applicant Signature Date