

# METAMORA TWP. HIGH SCHOOL DISTRICT #122

"An Equal Opportunity Employer"

## Application for Classified Employment

Date: \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_

### Personal Information:

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Email Address: \_\_\_\_\_

Date Available: \_\_\_\_\_

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

Have you ever been convicted of a felony or misdemeanor which has not been ordered expunged, sealed, or impounded?    YES    NO

If so, what, when and where? \_\_\_\_\_

Have you ever been determined a perpetrator of child abuse or neglect in a Department of Children and Family Services (DCFS) report?    YES    NO

If so, explain: \_\_\_\_\_

### Educational Background

Education	School Name	Dates Attended	Graduated Yes/No	Degree Received
High School				
College/ University				
College/ University				

**Employment History:** Please list below your present and previous four employers (most recent first).

**Employer #1:** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Title of Immediate Supervisor: \_\_\_\_\_

Dates of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

**Employer #2:** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Title of Immediate Supervisor: \_\_\_\_\_

Dates of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer #3: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Title of Immediate Supervisor: \_\_\_\_\_

Dates of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer #4: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Title of Immediate Supervisor: \_\_\_\_\_

Dates of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer #5: \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Title of Immediate Supervisor: \_\_\_\_\_

Dates of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
 \_\_\_\_\_

**References:** Please list below the names of three persons not related to you whom you have known at least one year and have personal knowledge of your fitness as an employee

Name	Address	Phone Number	Relationship	Occupation	Years Acquainted

**Certification:**

I hereby certify that the information given by me in this application is true, correct and complete; and, I hereby authorize personnel in the district to examine my records and contact any of my former employers or other references for the purposes of collecting information regarding my employment, education, certification and experience. I authorize such schools, former employers or other references, and any current or former officers, agents or employees thereof to disclose information regarding my employment, education, experience and fitness as an employee, and I agree to hold any and all of such schools, former employers, references and persons harmless and free of any liability for releasing any truthful information about me.

I understand that failure to provide employment or employer history requested in this application which is material to my qualifications for employment or the provision of statements which I do not believe to be true may be a Class A misdemeanor. For purposes of this application, I shall be deemed to have made a false statement if I make a statement which I do not believe to be true or if I knowingly omit or fail to include any employment or employer history required to be furnished on this application.

I understand that if I am employed, any false or misleading statement made or implied on this application, any omission here from, or any inconsistency between the information I have provided herein and information obtained from any criminal history records check, Statewide Sex Offender Database check, Statewide Child Murderer and Violent Offender Against Youth Database check, or background investigation may result in immediate dismissal.

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*Applicant Signature*

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*Date*

APPLICATION REMAINS ACTIVE FOR ONE CALENDAR YEAR

REAPPLICATION IS NECESSARY AFTER THAT TIME