

Application for Employment with

MERIDIAN COMMUNITY UNIT SCHOOL DIST. #15

728 S. Wall St. • Macon, Illinois 62544
217-764-5269

**APPLICATION
Of**

LAST NAME

FIRST NAME

MIDDLE NAME

Address _____

City

State

Zip

Email _____

Phone (_____) _____ Cell (_____) _____

Position Applied for _____

Date _____



Complete this section only if applying for a

CERTIFIED POSITION

Major _____ No. Hours _____

Minors _____ No. Hours _____

_____ No. Hours _____

Are you now under contract to teach? Yes _____ No _____

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

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

Which extra-class activities (including intramurals and/or interscholastic athletics) will you be willing to direct? _____

Do you hold a valid Illinois Certificate? Yes _____ No _____

IEIN # _____

What types(s) _____ Certificate No. _____

Complete this section only if applying for a

CUSTODIAL OR MAINTENANCE POSITION

State special skill area(s): _____

Can you work standing on a ladder or scaffold? Yes _____ No _____

Can you do small maintenance jobs that are required around schools? Yes _____ No _____

Are you willing to do them? Yes _____ No _____

Can you lift 100 pounds? Yes _____ No _____

Are you available for evening and/or weekend work? Yes _____ No _____

Complete this section only if applying for a

FOOD SERVICE POSITION

Do you have a food sanitation license? Yes _____ No _____

Do you have experience in quantity cooking? Yes _____ No _____ Did you have entire responsibility? Yes _____ No _____ Were you a helper? Yes _____ No _____

Do you have experience in quantity baking? Yes _____ No _____

Pastry Ovens? Yes _____ No _____

Would you be interested in substituting? Yes _____ No _____

Complete this section only if applying for a
CLERICAL POSITION

Do you have data entry experience? Yes _____ No _____

What kind of personal computer experience do you have? _____

List names of programs you have used:

Word Processing _____ Database _____

Spreadsheet _____ Other _____

Would you be interested in substituting? Yes _____ No _____

ALL APPLICANTS SHOULD COMPLETE THIS SECTION

Give Two References (Prior Employer or Education Institutions/Faculty)

Name	Address	Business	Telephone
_____	_____	_____	_____
_____	_____	_____	_____

Who should be notified in case of an emergency?

_____ Telephone: _____

Have you ever been convicted or plead guilty to any misdemeanor, felony or other crime (excluding traffic violations)? You are not obligated to disclose sealed or expunged records of a conviction or arrest.

Yes _____ No _____ If yes, please explain _____

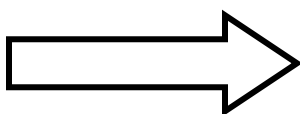
The School Code of Illinois requires school districts to submit an applicant's fingerprints to the State Police for a criminal background check. Will you comply with the fingerprinting requirement? Yes _____ No _____

Do you have any relatives currently employed with the Meridian Schools? Yes _____ No _____

If yes, give name and relation _____

I understand that before being employed, I must pass a physical examination and/or T.B. test approved by the Meridian Schools. I authorize all former employers and other persons to give any information they have regarding me, or my employment with them, and I release them and their companies from any liability for damages resulting there from. I understand that any false or misleading statements made by me on this application may prevent my employment or may be cause for dismissal if hired.

Date _____ Signature _____



**Return to: Unit Office
Meridian C.U.S.D. #15
728 S. Wall Street, P.O. Box 3470
Macon, Illinois 62544**