



**Continued Education**

Are you currently pursuing further studies? Yes  No

If so, what studies and where:

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Employment History (Complete in reverse chronological order - last job first, then second to last, etc.)

Company/Organization:

Address:

Street City, State Zip Code

Phone #:  Dates Employed:

(mm/yyyy to mm/yyyy)

Titles & Duties:

Name of Supervisor:

Reason for Leaving:

Specialized Equipment Used:

# of employees supervised (if applicable):

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Company/Organization:

Address:

Street City, State Zip Code

Phone #:  Dates Employed:

(mm/yyyy to mm/yyyy)

Titles & Duties:

Name of Supervisor:

Reason for Leaving:

Specialized Equipment Used:

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Address:

Street City, State Zip Code

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(mm/yyyy to mm/yyyy)

Titles & Duties:

Name of Supervisor:

Reason for Leaving:

Specialized Equipment Used:

# of employees supervised (if applicable):

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\* If additional space is needed, attach a separate sheet of paper with all pertinent information.



**PLEASE READ CAREFULLY BEFORE SIGNING**

Midwest Central CUSD #191 is an equal opportunity employer. It does not discriminate in employment. No question on the employment application is used for the purpose of limiting or excluding any applicant's consideration from employment on a basis prohibited by local, state, and federal law.

By completing this application, Midwest Central CUSD #191 has my authorization to thoroughly investigate my work history as well as other job-related information and activities. I have read and agree to the above and hereby certify that the facts I provided in my employment application are true and complete. If I misrepresent or deliberately leave out a fact in my application, I may be disqualified from further consideration or if employed, I may be dismissed immediately.

For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes  No

Under the Immigration Reform and Control Act of 1986 you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documents confirming your identity and employment eligibility. You are ineligible for employment if you cannot comply with these requirements.

**AFFIRMATION AND AUTHORIZATION**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statements, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Midwest Central CUSD #191.

I understand that my employment is conditioned on review of my work, education, and other history. I authorize Midwest Central CUSD #191 to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to Midwest Central CUSD #191, without giving me prior notice of such disclosure. In addition, I release Midwest Central CUSD #191, any former employers and all references listed above, and any other person my reference suggest additional sources of information from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application or conveyed during my interview is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be in accordance with Board Policy and employment terms and conditions of the collectively bargained agreement between the union(s) and the Board of Education. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Midwest Central CUSD #191 unless in writing.

If I am offered employment I agree to submit to a medical examination at my expense before starting work. If employed, I also agree to submit to a medical examination at any time deemed appropriate by Midwest Central CUSD #191 and as permitted by law to demonstrate my continued fitness to perform the essential elements of an employment position. I consent to such examinations and tests, and I request that the examining doctor disclose to Midwest Central CUSD #191 the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that if I am hired a condition of my employment will be that I abide by the Midwest Central CUSD #191 Drug and Alcohol Policy. Further, I understand that I will be required to complete a fingerprint-based criminal history check and that my identity will be compared to the Statewide Sex Offender and Murder and Violent Offender Against Youth Databases, both to be conducted before my employment begins. I understand that any offer of employment is contingent upon confirmation that I am not disqualified from service for any reason including, without limitations, my conviction of a criminal offense which as matter of law would prevent my employment by Midwest Central CUSD #191 or I am listed as a sex offender or violent offender on the Statewide Databases. I also understand and agree that I will be subject to and comply with the District #191 policies concerning drugs and alcohol, including random periodic, post-accident, and upon-suspicion drug and alcohol tests, during any employment which may arise from my application.

I understand that filling out this form does not indicate there is a position open and does not obligate Midwest Central CUSD #191 to hire. If hired, I agree to abide by all the Midwest Central CUSD #191 rules, policies, and procedures. Midwest Central CUSD #191 retains the right to revise its policies or procedures in whole or in part, at any time.

Applicants for employment shall be offered equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, gender, or age. As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by contacting the Superintendent of Schools, Midwest Central Community Unit District #191.

**AUTHORIZATION AND WAIVER**

The undersigned, (the Applicant) has applied for employment with the Midwest Central Community Unit School District #191, Mason and Tazewell Counties, Illinois ("District #191"). In connection with such application, the Applicant authorizes the disclosure of any personnel information related to any past employment of the Applicant, regardless of the form or nature of such information, including, without limitation, any disciplinary report, written reprimand or other disciplinary action taken by any previous employer, any evaluation, any concerns regarding the nature of the Applicant's performance with any previous employer and any information regarding the reason for termination of the employment relationship between the Applicant and any previous employer. The Applicant further authorizes any previous employer of the Applicant and any agent of any such previous employer to release and disclose to District #191 and its agents any information in the possession of such previous employer or its agents related to past employment of the Applicant, regardless of the form or nature of such information, including, without limitation, any disciplinary report, written reprimand or other disciplinary action taken by any previous employer, any evaluation, any concerns regarding the nature of the Applicant's performance with any previous employer and any information regarding the reason for the termination of the employment relationship between the Applicant and any previous employer. The Applicant hereby absolves and releases District #191 and any previous employer of the Applicant and their respective agents from any liability, claim or cause of action of any nature whatsoever which might arise as a result of the release, disclosure or consideration of information described herein. In addition, the Applicant specifically and knowingly waived any rights under Section 7 of the Illinois Personnel Records Review Act to written notice from any previous employer that personnel information released as herein authorized is being divulged to District #191 or its agents. District #191 and any previous employer of the Applicant and their respective agents shall be entitled to rely not only upon originals of this authorization and waiver, but also upon photocopies and facsimile transmissions thereof.

Dated this  day of , 20 .

Signature of Applicant