

Havana Community Unit School District 126
Application for Employment – Non-Certified Staff

Name _____ Date _____

Other name(s) under which transcripts or certificates may be listed:

E-mail Address _____ Phone: _____

Permanent Address _____ Present Address _____

_____ Number and Street _____

_____ City, State, Zip _____

How did you learn of our school district?

_____ Print advertisement _____ Referral
_____ Internet site _____ Other (*please explain*) _____

Position Desired _____

Length of Experience in Similar Position(s) _____

Present Position and Current Salary _____

EXPERIENCE

(List most recent position first)

Employer _____ Address _____
Dates employed _____
Supervisor / reference, name _____ phone _____
Reason for Leaving _____

Employer _____ Address _____
Dates employed _____
Supervisor / reference, name _____ phone _____
Reason for Leaving _____

Employer _____ Address _____
Dates employed _____
Supervisor / reference, name _____ phone _____
Reason for Leaving _____

Employer _____ Address _____
 Dates employed _____
 Supervisor / reference, name _____ phone _____
 Reason for Leaving _____

Employer _____ Address _____
 Dates employed _____
 Supervisor / reference, name _____ phone _____
 Reason for Leaving _____

Please attach additional pages if needed.

EDUCATION

High School Attended _____

Received Diploma _____ Yes _____ No

Colleges and Universities Attended

Name and Location	Dates Attended (From-To)	Major Area of Study and No. of Semester Hours	Minor Area of Study and No. of Semester Hours	Degree (B.A., B.S., etc.)	Date Conferred

Overall GPA _____ Major GPA _____ Graduate GPA _____

List honors, awards, and distinctions earned _

College Activities _____

CERTIFICATION

List Certificates

Type	Certificate Number	Expiration Date	Active?

Professional References

Name	Relationship to Candidate	Phone	Present Position

List any professional memberships, affiliations, or activities _____

List any community activities _____

List any additional information that you feel is relevant to your qualifications for the position you applied for _____

GENERAL INFORMATION

Date you would be available for a personal interview _____

When would you be available for employment? (Month/day/year) _____

Have you ever failed to be rehired, been asked to resign, or resigned to avoid termination?

_____ Yes _____ No

If yes, explain _____

Have you ever been disciplined by your employer for any type of misconduct? _____ Yes _____ No

If yes, explain. _____

LEGAL INFORMATION

Are you eligible to work in the United States? Yes No

Have you ever been convicted of a criminal offense other than a minor traffic violation?

Yes No

If yes, explain, and give dates _____

Have you ever had any indicated finding of child abuse filed against you?

Yes No

If yes, explain and give dates _____

I certify that answers given in this application are true and complete to the best of my knowledge.

I authorize investigation of any of my answers and statements contained herein and authorize my current and former employers to release all information relevant to my employment.

I understand that false or misleading information provided or material omissions in my application and/or interview may result in disqualification from further consideration, or, if already employed, discharge.

Section 10-21.9 of the Illinois School Code requires applicants to authorize a fingerprint-based criminal background check prior to employment with a public school district. I hereby authorize Havana Community Unit School District 126 to submit my fingerprints to the appropriate law enforcement agency in order to perform this background check.

Signature

Date

Equal Opportunity Employer

Havana Community Unit School District 126 is committed to providing equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.