

**EWING - NORTHERN GRADE SCHOOL DISTRICT # 115**

**CERTIFIED EMPLOYMENT APPLICATION**

**TO ALL APPLICANTS: (YOU MUST HAVE ALL DOCUMENTS TO MEET REQUIREMENTS)**

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH EWING-NORTHERN GRADE SCHOOL.

A COMPLETED EMPLOYMENT APPLICATION INCLUDES:

- COVER LETTER STATING DESIRED POSITION
- COMPLETED APPLICATION
- CURRENT RESUME
- TRANSCRIPTS FROM ALL COLLEGES ATTENDED
- OPTIONAL SUPPORTING DOCUMENTS (AWARDS, HONORS, LETTERS OF RECOMMENDATION)

**PLEASE RETURN APPLICATION PACKET TO:**

KRISTIN ING, SUPERINTENDENT  
51 NORTH MAIN STREET  
EWING, ILLINOIS 62836

**PLEASE TYPE OR PRINT NEATLY:**

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

\_\_\_\_\_  
**DATE** **SOCIAL SECURITY NUMBER**

\_\_\_\_\_  
**LAST NAME** **FIRST** **MIDDLE**

\_\_\_\_\_  
**ADDRESS** **CITY** **STATE** **ZIP**

\_\_\_\_\_  
**PHONE** **EMAIL**

**ARE YOU KNOWN TO SCHOOLS/REFERENCES BY ANY OTHER NAME? YES \_\_\_\_\_ NO \_\_\_\_\_**  
**BY WHAT NAME?** \_\_\_\_\_

**ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? YES \_\_\_\_\_ NO \_\_\_\_\_**

**ARE YOU 18 YEARS OF AGE OR OLDER? YES \_\_\_\_\_ NO \_\_\_\_\_**

**ARE YOU A VETERAN OF THE U.S. ARMED SERVICES? YES \_\_\_\_\_ NO \_\_\_\_\_**

**WHEN ARE YOU AVAILABLE FOR EMPLOYMENT?** \_\_\_\_\_

**HAVE YOU EVER BEEN DISMISSED FROM A POSITION OR ASKED TO RESIGN:**  
**YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, PLEASE EXPLAIN.** \_\_\_\_\_

\_\_\_\_\_  
**HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST TEN YEARS?**  
**YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, PLEASE EXPLAIN.** \_\_\_\_\_

**PLEASE INDICATE ANY CRIMINAL CONVICTIONS, WHICH YOU MAY HAVE THAT RELATE TO YOUR FITNESS TO PERFORM THE DUTIES OF THE POSITION. (A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT AND ALL FACTORS WILL BE TAKEN INTO CONSIDERATION.)(You are not obligated to disclose sealed or expunged records of conviction or arrest)**

**DO YOU USE ANY CONTROLLED SUBSTANCES? YES \_\_\_\_\_ NO \_\_\_\_\_**

**EDUCATION**

|                                | <b>EDUCATIONAL INSTITUTION AND ADDRESS</b> | <b>DATES ATTENDED</b> | <b>DISCIPLINES STUDIED</b> | <b>DIPLOMA OR DEGREE</b> |
|--------------------------------|--|-----------------------|----------------------------|--------------------------|
| <b>HIGH SCHOOL /GED</b>        |  | XXXXXXXX<br>XXXXXXXX  |                            |                          |
| <b>COLLEGE</b>                 |  |                       |                            |                          |
| <b>COLLEGE</b>                 |  |                       |                            |                          |
| <b>OTHER SCHOOLS/ TRAINING</b> |  |                       |                            |                          |

**OTHER SKILLS**

**DO YOU HAVE AN ILLINOIS TEACHING CERTIFICATE: \_\_\_\_\_ NUMBER \_\_\_\_\_**

**AREA OF CONCENTRATION \_\_\_\_\_**

**MIDDLE SCHOOL ENDORSEMENTS: \_\_\_\_\_**

**TEACHING EXPERIENCE (MOST RECENT WORK EXPERIENCE FIRST. USE ADDITIONAL SHEET IF NEEDED.)**

SCHOOL \_\_\_\_\_  
 COMPLETE ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_ MAY WE CONTACT? YES \_\_\_\_\_ NO \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_  
 TITLE \_\_\_\_\_ SALARY \$ \_\_\_\_\_ PER \_\_\_\_\_  
 DUTIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

SCHOOL \_\_\_\_\_  
 COMPLETE ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_ MAY WE CONTACT? YES \_\_\_\_\_ NO \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_  
 TITLE \_\_\_\_\_ SALARY \$ \_\_\_\_\_ PER \_\_\_\_\_  
 DUTIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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COMPLETE ADDRESS \_\_\_\_\_  
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REASON FOR LEAVING \_\_\_\_\_

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PHONE \_\_\_\_\_ MAY WE CONTACT? YES \_\_\_\_\_ NO \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_  
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COMPLETE ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ MAY WE CONTACT? YES \_\_\_\_\_ NO \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_  
TITLE \_\_\_\_\_ SALARY \$ \_\_\_\_\_ PER \_\_\_\_\_  
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REASON FOR LEAVING \_\_\_\_\_

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**ARE YOU WILLING TO COACH A SPORT? YES \_\_\_\_\_ NO \_\_\_\_\_**

**IF YES LIST SPORTS:** \_\_\_\_\_

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**ARE YOU WILLING TO SUPERVISE ACTIVITIES? YES \_\_\_\_\_ NO \_\_\_\_\_**

**IF YES, LIST ACTIVITIES:** \_\_\_\_\_

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I CERTIFY THAT THE ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE YOU TO MAKE SUCH INVESTIGATIONS AND INQUIRIES OF MY PERSONAL EMPLOYMENT HISTORY, REFERENCES, AND OTHER RELATED MATTERS AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I HEREBY RELEASE EMPLOYERS, SCHOOL, OR PERSONS FROM ALL LIABILITY IN RESPONDING TO INQUIRIES IN CONNECTION WITH MY APPLICATION. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY BE A REASON NOT TO HIRE ME OR FOR THE SCHOOL TO TERMINATE MY EMPLOYMENT IF THE FALSE OR MISLEADING INFORMATION IS DISCOVERED AFTER HIRED. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL POLICIES AND PROCEDURES OF THE SCHOOL. HOWEVER, I UNDERSTAND THAT THIS APPLICATION, WHETHER SIGNED OR UNSIGNED, IS NOT AN OFFER OF EMPLOYMENT, CONDITIONAL OR OTHERWISE.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**EWING-NORTHERN GRADE SCHOOL IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR**