

EWING - NORTHERN GRADE SCHOOL DISTRICT # 115

EMPLOYMENT APPLICATION

TO ALL APPLICANTS:

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
- OPTIONAL SUPPORTING DOCUMENTS (AWARDS, HONORS, LETTERS OF RECOMMENDATION, ETC.)

PLEASE RETURN APPLICATION PACKET TO:

Kristin Ing
51 NORTH MAIN STREET
EWING, ILLINOIS 62836

PLEASE TYPE OR PRINT NEATLY:

POSITION DESIRED: _____ **DATE:** _____

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

	EDUCATIONAL INSTITUTION AND ADDRESS	DATES ATTENDED	DISCIPLINES STUDIED	DIPLOMA OR DEGREE
HIGH SCHOOL /GED		XXXXXXXX XXXXXXXX		
COLLEGE				
COLLEGE				
OTHER SCHOOLS/ TRAINING				

OTHER SKILLS

EMPLOYMENT EXPERIENCE (MOST RECENT WORK FIRST)

EMPLOYER _____ ADDRESS _____
 PHONE () _____ MAY WE CONTACT? YES ___ NO ___
 TITLE _____ SALARY \$ _____ PER _____

DUTIES _____

REASON FOR LEAVING _____

EMPLOYMENT EXPERIENCE (MOST RECENT WORK FIRST)

EMPLOYER _____ ADDRESS _____
 PHONE () _____ MAY WE CONTACT? YES ___ NO ___
 TITLE _____ SALARY \$ _____ PER _____

DUTIES _____

REASON FOR LEAVING _____

EMPLOYMENT EXPERIENCE (MOST RECENT WORK FIRST)

EMPLOYER _____ ADDRESS _____

PHONE () _____ MAY WE CONTACT? YES _____ NO _____

TITLE _____ SALARY \$ _____ PER _____

DUTIES _____

REASON FOR LEAVING _____

EMPLOYMENT EXPERIENCE (MOST RECENT WORK FIRST)

EMPLOYER _____ ADDRESS _____

PHONE () _____ MAY WE CONTACT? YES _____ NO _____

TITLE _____ SALARY \$ _____ PER _____

DUTIES _____

REASON FOR LEAVING _____

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 HIRE. 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