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 (Certifications, Awards, Honors, Letters of Recommendation, etc.)

**PLEASE RETURN APPLICATION PACKET TO:**

Ewing-Northern CCSD #115

c/o Dr. Kristin Ing

51 N. Main St.

Ewing, IL 62836

**PLEASE TYPE OR PRINT NEATLY:**

Position Desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IEIN Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Last Name: | First Name: | Middle Name: |
| Address: | | |
| City: | State: | Zip: |

Are you known to Schools/References by any other name? YES \_\_\_\_\_\_\_\_\_\_NO \_\_\_\_\_\_\_\_\_\_\_\_

If so, What name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you Legally Authorized to work in the United States? YES \_\_\_\_\_\_\_\_\_\_\_\_\_NO \_\_\_\_\_\_\_\_\_\_\_\_

Are you 18 years of age or older? YES\_\_\_\_\_\_\_\_\_\_NO\_\_\_\_\_\_\_\_\_\_\_

Are you a Veteran of the United States Armed Forces? 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 substance? YES\_\_\_\_\_\_\_\_\_\_\_NO\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Educational Institution** | **Dates Attended** | **Discipline(s) Studied** | **Diploma or Degree** |
| **High School or GED** |  | XXXXX |  |  |
| **College** |  |  |  |  |
| **College** |  |  |  |  |
| **College** |  |  |  |  |
| **Other School or Training** |  |  |  |  |

EMPLOYMENT EXPERIENCE (Most Recent Work First)

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May we contact? YES \_\_\_\_\_\_\_\_\_NO\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 inquires in connection with my application. In the event of employment, I understand that any false or mis-leading 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 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

EWING-NORTHERN CCSD #115 IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR