

CERTIFIED EMPLOYMENT APPLICATION

Anna-Jonesboro Community High School District No. 81 is an equal opportunity employer and educator. The District does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, marital status, disability, unfavorable military discharge or any other unlawful basis in the recruitment, selection or employment of its employees. Individuals requiring accommodation and/or assistance in the application process should contact the District Office at 618-833-8502.

A completed applicant file consists of three elements: (1) an application with all spaces completed (do not state "refer to resume"); (2) photocopies of transcripts from all schools attended, including junior colleges; (3) photocopies of all the applicant's Illinois teaching license, front and back or a statement describing status of your application for an Illinois Teaching License. An applicant will not be considered for employment until the District has received a completed applicant file.

Date: _____ Social Security #: _____

Name: _____
(Last) (First) (Middle)

Current Address: _____
(Street) (City, State) (Zip Code)

Permanent Address: _____
(Street) (City, State) (Zip Code)

Telephone Number: _____
(Home) (Work) (Other/Cell)

Email Address: _____

Subject Area/Grade Level of Position Desired: _____

COLLEGE EDUCATION

Dates Institution(s) Street, City, State, Zip
1. _____

Degree: _____ Major: _____ Minor: _____ Date Conferred: _____
Sem Hrs: _____ Sem Hrs: _____

2. _____

Degree: _____ Major: _____ Minor: _____ Date Conferred: _____
Sem Hrs: _____ Sem Hrs: _____

3. _____

Degree: _____ Major: _____ Minor: _____ Date Conferred: _____
Sem Hrs: _____ Sem Hrs: _____

EXPERIENCE:

Teaching Experience: (List most recent first)

<i>Dates</i>	<i>Institution/Address</i>	<i>Grade/Subject</i>	<i>Supervisor, Phone #</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Student Teaching:

<i>Date</i>	<i>Institution/Address</i>	<i>Grade/Subject</i>	<i>Contact Person</i>
1.	_____	_____	_____

DO YOU HOLD A VALID AND ACTIVE ILLINOIS LICENSE?

Yes ____ No ____ Applied Date/Location: _____

License Number: _____ Type: _____ Endorsement: _____
License Number: _____ Type: _____ Endorsement: _____
Endorsement: _____
Endorsement: _____
Endorsement: _____
Endorsement: _____

Other Work Experience:

<i>Dates</i>	<i>Company/Job Title</i>	<i>City, State, Zip</i>	<i>Supervisor, Phone #</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

PERSONAL DATA:

Present Salary: _____ Expected Salary: _____

List college activities engaged in and any honors received before or since graduation:

PROFESSIONAL REFERENCES:

Please identify individuals who are able to provide information regarding your qualifications for the position(s) you seek. Please include superintendents and principals with whom you have worked.

	NAME	POSITION	ADDRESS	TELEPHONE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

In order to be considered for employment, you must fully complete the following questionnaire and sign it.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer? YES NO
If yes, please explain the circumstances on a separate sheet of paper and attach to this application.
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
 YES NO
If yes, please explain the circumstances on a separate piece of paper and attach to this application.
3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer’s investigation of your sexual contact with another person, of mishandling funds, or of criminal conduct resulting in a conviction or criminal penalty? YES NO
If yes, please explain the circumstances on a separate sheet of paper and attach to this application.
4. Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or “no contest”, or (c) has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?
 YES NO
If yes, please explain, in detail on a separate sheet of paper, including the date of the charge, the court action, the offense in question, and the address of the court involved.
5. Have you ever failed to be reappointed to a teaching position, i.e. employment non renewed while you were a non-tenured teacher? YES NO
If yes, where and why?

My signature below constitutes authorization to check my employment history, including without limitation, evaluations, disciplinary records, criminal conviction record checks, reference checks, and release of investigatory information possessed by any former or current employer or state, local or federal agency. I further authorize those persons, agencies or entities that Anna-Jonesboro Community High School District No. 81 (“District”) contacts in connection with my employment application to fully provide the District with any and all information related to the matters set forth above, including but not limited to copies of all personnel records, disciplinary records and all performance evaluations. I expressly waive, in connection with the District’s request for any such employment related information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the entities providing information to the District as part of this application, its agents and officials or against any provider of such information. I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

Signature of Applicant

Date

Applicant's Acknowledgment and Agreement

Applicants for a certified position are advised that failure to provide requested employment or employer history which is material to his/her qualifications for employment or providing statements on this application that he/she does not believe to be true may be a Class A misdemeanor. Any materially false statements or omissions on this application for employment will be reason to deny the application for hire and/or will result in immediate termination of employment.

- Accordingly, I certify that the information given in this application is true and complete to the best of my knowledge.
- I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision, including the authorization for Anna-Jonesboro Community High School District No. 81 to obtain copies of all personnel records from my former or current employers, including but not limited to disciplinary records and performance evaluation reports/documents. I hereby release employers, schools or persons that you contact to determine my qualifications for employment from all liability in responding to inquiries in connection with my application.
- I acknowledge that if I am hired, I will be required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease in accordance with Section 24-5 of the *School Code*.
- I acknowledge that if I am hired, I will be required to abide by all rules, regulations and board policies of Anna-Jonesboro Community High School District No. 81.
- I authorize a background check into my prior employment and educational qualifications. I understand that I am subject to a criminal background investigation in accordance with the laws of the State of Illinois. I further understand that I may be subject to immediate dismissal if the investigation disclosed convictions of certain specified offenses under §10-21.9 of the *Illinois School Code*, 105 ILCS 5/10-21.9, or in accordance with district policy and practice. I hereby authorize Anna-Jonesboro Community High School District No. 81 to initiate a criminal background check by the Illinois State Police Department and agree to execute any forms required for said investigation.

Signature of Applicant

Date

***Applicant files are only maintained for two years. It is the applicant's responsibility to update his/her applicant file each year.*