

# Elmwood CUSD #322

301 W. Butternut St.  
Elmwood, IL 61529  
309-742-8464

## APPLICATION FOR CERTIFIED EMPLOYMENT

**We are an Equal Opportunity Employer.**  
**We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.**

Date:  Last Name:  First Name:  Middle Initial:

No. and Street Name:

City:  State:  Zip Code:

Home Telephone Number:  Cell Phone Number:

Email address:

What is the name and grade of the position for which you are applying?

Have you used any name other than the name used on this application?  YES  NO

If so, what name(s) were used and during what period was any name(s) used?

Have you ever interviewed for a position at Elmwood CUSD #322?  YES  NO

If so, when and under what name?

Have you ever worked for the Elmwood School District?  YES  NO

If yes, what position did you interview for and when?

### CERTIFICATION:

Illinois Certification Number	Type	County Registered In

Endorsements:

If you do not possess an IL Certificate, have you begun the application process?  YES  NO

Can you perform the job for which you are applying without any special accommodations?  YES  NO

If special accommodations are required, what are they?

Do you have a legal right to work in the United States?  YES  NO

Have you ever been convicted of a felony or misdemeanor which has not been ordered expunged, sealed or impounded?

YES  NO

If so, what, when and where?

Other than a traffic offense, have you ever engaged in illegal conduct, even if not charged, indicted or convicted?  YES  NO

If so, what, when and where?

Have you ever been determined a perpetrator of child abuse or neglect in a Department Children and Family Services ("DCFS")

Report?  YES  NO

If so, explain.

**EDUCATIONAL BACKGROUND**

ALL DEGREES AND HOURS EARNED AFTER LAST DEGREE MUST BE LISTED.

SHOULD YOU BE OFFERED A POSITION YOU WILL NEVER BE PAID FOR ANY DEGREES OR HOURS NOT LISTED.

School	Location	Major and Minor	Diploma, Degree or # of Hours	Date of Graduation

**TEACHING EXPERIENCE**

(Do not include student teaching or substitute teaching)

School	Location	Dates	Length of Service	Salary	Grade and Subject

**STUDENT TEACHING AND SUBSTITUTE TEACHING EXPERIENCE**

School	Location	Dates	Length of Service	Salary	Grade and Subject

EXTRA-CURRICULAR AND COACHING / SPONSOR EXPERIENCE

School	Location	Dates	Length of Service	Salary	Duties

ADMINISTRATIVE EXPERIENCE

School	Location	Dates	Length of Service	Salary	Duties

Are you computer literate?     YES     NO

If yes, please rate your proficiency below:

Software Program	Expert	Proficient	Novice
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Management Software Name of Software: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance / Grading Program Name of Software: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFERENCES

Please list superintendents, principals, supervisors, or student teaching supervisors who have personal and professional knowledge of you and your work.

Name	Address	Position	Day Phone

Have you ever failed to be re-appointed or been asked to resign from a position?  YES  NO

If yes, please list the name, address and phone number of the employer and explain the reason(s) you were asked to resign and/or not reappointed.

Name	Address	Phone Number	Reason

If you are currently employed, why do you wish to leave your present position?

What coaching and/or sponsorships are you interested in at Elmwood CUSD #322?

In your own words please discuss your core beliefs as an educator and how you would apply those beliefs in your program/classroom. **This section is not required if applying for a non-certified position.**

District #322 is an equal opportunity employer and does not discriminate on the basis of sex, age, race, creed, color or national origin or disabling conditions.

The School Code of the State of Illinois requires a criminal background investigation of all District #322 employees. All hiring is subject to that investigation.

I hereby certify that I have a genuine interest in being hired and that all of the foregoing statements are true and correct. I agree to assume a continuing responsibility to disclose additional or new information, called for by this employment application, but know to me only after this application was completed, and understand that my failure to make such a disclosure, and that falsification of any of the information given herein, on any employment form or in any interview, are grounds for immediate termination, regardless of when such failure or falsification may be discovered.

I hereby certify that all statements contained in this application are true and complete. I understand that any misrepresentation, error, or omission in any of these statements may be deemed intentional and may prevent my employment or may result in my immediate dismissal upon discovery. Unless otherwise governed by a collective bargaining agreement or applicable law, I understand that any employment which may result with the Elmwood Community School District #322 can be terminated with or without cause, and with or without notice at any time, at the option of the Board of Education of District #322. I further understand that subsequent to an offer of employment a physical examination may be required and that employment will be in accordance with the results of any physical examination required.

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Applicant Signature

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Date