

# HERITAGE COMMUNITY UNIT SCHOOL DISTRICT #8

## Application for Certified Employment

"AN EQUAL OPPORTUNITY EMPLOYER"

Date \_\_\_\_\_

### PERSONAL:

Name \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address (if different) \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Work Phone # \_\_\_\_\_ Email \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_ If so, what? \_\_\_\_\_

### EMPLOYMENT DESIRED:

K-6 \_\_\_\_\_ 7-9 \_\_\_\_\_ 10-12 \_\_\_\_\_

### DEGREE(S):

Bachelors \_\_\_\_\_ Masters \_\_\_\_\_ Other \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

# Semester Hours \_\_\_\_\_ # Semester Hours \_\_\_\_\_

Extra-curricular activities you can direct \_\_\_\_\_

IL Cert # \_\_\_\_\_ Type (03,09,etc) \_\_\_\_\_ Registered in \_\_\_\_\_ County

If you do not possess an Illinois Certificate, have you made application? \_\_\_\_\_

### STUDENT TEACHING:

City/ST \_\_\_\_\_ Grade/Subject \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Grade Rec'd \_\_\_\_\_

Supervising Teacher \_\_\_\_\_ Home Phone \_\_\_\_\_ School Phone \_\_\_\_\_

### EDUCATION:

Name of School	Years Attended	Date Graduated	Major Field
High School			
College/University			

### AVAILABILITY:

Date you can start \_\_\_\_\_ Are you employed now? \_\_\_\_\_

If so, may we inquire of your present employer? \_\_\_\_\_

May we contact other references prior to an interview? \_\_\_\_\_

**Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.**



FORMER EMPLOYERS: (List below last four employers, starting with most recent one first.)

Date Month/Year	Name/Address of Employer	Home Phone Number	Work Phone Number	Position Held	Reason for Leaving
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

**REFERENCES:** Give below the names of three persons not related to you whom you have known at least one year. These people should know about your qualifications for the job for which you are applying.

Name	Address	Phone	Occupation	Years Acquainted

**CANDIDATE'S STATEMENT:** Each candidate is required to provide in handwritten form on a separate sheet of paper, any additional information that will assist the district in evaluating the candidate's qualifications (i.e. personal qualities, educational philosophy, future goals, awards, travel, involvement in community activities, etc.) Statements should be limited to about 100 words.

**AFFIRMATION:** I hereby affirm that the information given by me in this application is true and complete to the best of my knowledge; and, I hereby grant permission to authorized personnel in the district the right to examine my records for the purpose of hiring. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application, or discharge if I have been employed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, martial or veteran status, or the presence of a non-job-related medical condition or disability.  
*An Equal Opportunity Employer*