

HERITAGE COMMUNITY UNIT SCHOOL DISTRICT #8

Application for Non-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:

List skills and qualifications you have for this position:

| 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 |
|------|---------|-------|------------|---------------------|
| | | | | |
| | | | | |
| | | | | |

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