

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: _____

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		XXXXXX		
College				
College				
College				
Other School or Training				

EMPLOYMENT EXPERIENCE (Most Recent Work First)

Employer: _____ Address: _____

Phone: () _____ May we contact? YES _____ NO _____

Title: _____ Duties: _____

Reason for Leaving: _____

Employer: _____ Address: _____

Phone: () _____ May we contact? YES _____ NO _____

Title: _____ Duties: _____

Reason for Leaving: _____

Employer: _____ Address: _____

Phone: () _____ May we contact? YES _____ NO _____

Title: _____ Duties: _____

Reason for Leaving: _____

Employer: _____ Address: _____

Phone: () _____ May we contact? YES _____ NO _____

Title: _____ Duties: _____

Reason for Leaving: _____

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