



COAL CITY COMMUNITY UNIT SCHOOL DISTRICT #1

550 S Carbon Hill Road
Coal City, IL 60416

Employment Application for Certified Staff

Applicant must complete and submit the application along with a letter of interest, resume, and copy of transcripts and Professional Educator License in order to be given consideration for a position.

APPLICANT INFORMATION		DATE: _____
Last Name:	First Name:	Full Middle Name:
Street Address:		Apartment/Unit #:
City:	State:	Zip:
Phone:	E-mail Address:	
Date Available:	Desired Salary:	

Position for which application is made:	Grade Level	List in order of preference the grade and/or subjects in which you are certified:	
<input type="checkbox"/> Teacher	<input type="checkbox"/> Early Childhood (Grades Pre-K, K, 1)	1.	
<input type="checkbox"/> Administrator	<input type="checkbox"/> Elementary (Grades 2, 3)	2.	
<input type="checkbox"/> Librarian	<input type="checkbox"/> Intermediate (Grades 4, 5)	3.	
<input type="checkbox"/> Counselor	<input type="checkbox"/> Middle (Grades 6, 7, 8)		
<input type="checkbox"/> Other	<input type="checkbox"/> High (Grades 9, 10, 11, 12)		

Have you ever been convicted of a crime? Yes No (Evidence of a criminal record does not constitute an automatic bar to employment and any record will be considered only as it may substantially relate to the position for which you are applying.)

If yes, explain: (If there are any extenuating circumstances regarding any "yes" answer, please state them on a separate sheet of paper and include them with your application.)

EDUCATION			
High School			
<u>School Name</u>	<u>Location</u>	<u>Year Graduated</u>	
College (Attach a copy of each transcript)			
<u>College or University Name</u>	<u>Major Subject</u>	<u>Degree(s) / Date awarded</u>	<u>Dates of Attendance</u>
List Professional Educator License information below. (Attach a copy of each license)			
<u>License Number</u>	<u>Endorsement(s) Listed on License</u>		

TEACHING EXPERIENCE

<u>Name of School or Institution and Location</u>	<u>Grades, HS Subjects Taught or Position Held</u>	<u>Dates From...To</u>	<u>Number of Years</u>	<u># of Teachers in System</u>

NON-TEACHING WORK EXPERIENCE (Experience in Business, Trade, or Industrial Employment)

<u>Employer</u>	<u>Address</u>	<u>Type of Work</u>	<u>Salary</u>	<u>Exact Dates</u>

REFERENCES

Please list three professional references who have official knowledge of your work as a student or teacher.

<u>Name</u>	<u>Address</u>	<u>Position of Reference when he/she knew of your work</u>

DISCLAIMER AND SIGNATURE

Effective January 1, 1994, it is a Class A misdemeanor for an applicant for employment as a teacher, principal, superintendent or other certificated employee to willfully make a false statement on his/her employment application. This law also makes it a Class A misdemeanor for a person to make a statement that he or she does not believe to be true, or knowingly omit or fail to include any material employment history or information the employer required to be furnished on the application.

Signature

Date

Coal City Community Unit School District #1 is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, national origin, sex in admission to or employment in its education programs or activities, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodation. This employer hires only individuals authorized to work under the Immigration Reform and Control act of 1986. Inquiries regarding the application of Title IX and its implementing regulations may be referred to the Title IX coordinator: Jason Smith, Chief School Business Official, 815-634-2287 ext. 2107; jsmith@ccu1.net