



COAL CITY COMMUNITY UNIT SCHOOL DISTRICT #1

550 S Carbon Hill Road
Coal City, IL 60416

Employment Application for Educational Support Staff

Applicant must fully and accurately complete this application and submit along with a letter of interest and resume. Incomplete applications will not be considered. Application must be renewed annually.

APPLICANT INFORMATION		DATE: _____
Last Name:	First Name:	Middle Name:
Street Address:		Apartment/Unit #:
City:	State:	Zip:
Phone:	E-mail Address:	
Social Security No.:	Referred By:	
Position Desired:	Date Available:	Desired Salary:
Have you ever been convicted of a crime <input type="checkbox"/> Yes <input type="checkbox"/> 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.)		
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you previously been employed by this district? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION		
High School		
<u>School Name</u>	<u>Location</u>	<u>Year Graduated</u>
College		
<u>School Name</u>	<u>Years Attended</u>	<u>Date Graduated</u>
Trade School		
<u>School Name</u>	<u>Years Attended</u>	<u>Date Graduated</u>

FORMER EMPLOYERS (Most Recent Employer First)

<u>Dates From...To</u>	<u>Name and Address of Employer</u>	<u>Salary</u>	<u>Position</u>	<u>Reason for Leaving</u>

REFERENCES

List employer name and provide contact information that can be utilized as a reference regarding your job performance.

<u>Employer Name</u>	<u>Contact Name</u>	<u>Contact Number</u>
1.		
2.		
3.		

Any other information you feel would be appropriate and helpful may be attached to this application.

DISCLAIMER AND SIGNATURE

I certify that all facts contained in this application are true and complete to the best of my knowledge. I understand that omission or misrepresentation of facts may be grounds for rejection of this application, or dismissal from employment if subsequently discovered.

I authorize investigation of all statements contained herein and of the references listed above to give you any and all information concerning my previous employment and any pertinent information that may have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing same to you.

In consideration of my employment, I agree to comply with all rules, regulation and employment policies of the District.

Signature	Date
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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, Director of Business Services/Technology, 815-634-2287 ext. 2107; jsmith@mail.coalcity.k12.il.us.