

Villa Grove CUSD #302

Employment Application

An Equal Opportunity Employer

This Application will be maintained for 12 months only

Name:		Date:	
	<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle)</i>
Address:			
	<i>(Number)</i>	<i>(Street)</i>	<i>(City)</i> <i>(State)</i> <i>(Zip Code)</i>
Telephone #	()		
E-mail Address (optional):			
I am (Check a Box) & will provide necessary documentation to validate that I am			
<input type="checkbox"/> A citizen or national of the United States or			
<input type="checkbox"/> Authorized by the Immigration and Naturalization Service to work in the United States.			
Position(s) Applying For:			
<input type="checkbox"/> Substitute <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			
<input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Bookkeeper			
<input type="checkbox"/> Cook <input type="checkbox"/> Paraprofessional (Aide)			
<input type="checkbox"/> Maintenance <input type="checkbox"/> Bus Driver			
<input type="checkbox"/> Custodian <input type="checkbox"/> Teacher <input type="checkbox"/> Other:			

Have you ever worked for this school district before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when & where _____	
Date available to Start:	
Are you available to Work: <input type="checkbox"/> <i>Full-time</i> <input type="checkbox"/> <i>Part-time</i> <input type="checkbox"/> <i>Days</i> <input type="checkbox"/> <i>Nights</i> <input type="checkbox"/> <i>Weekends</i> List any day or hours you are unable to work:	
List Any Friends or Relatives working here:	(Name) _____ (Relationship) _____
	(Name) _____ (Relationship) _____
Please indicate your source of referral: <input type="checkbox"/> District Employee <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Contacted On Own <input type="checkbox"/> Other Name: _____ Name: _____	

United States Military Service:

Do you have United States Military Experience? <input type="checkbox"/> Yes <input type="checkbox"/> No		Branch: _____	
Date Entered:	Date Discharged:	Rank at Time of Discharge:	
Special Skills or Training from Service:		Present Military Status:	

Education & Training:

Please list educational institutions (high school, technical schools, college) attended beginning with the most recent.

Name & Location of School	Year Graduated	Degree Earned/Major

Work Experience: List below your previous employers, starting with the most current one.

Company Name:		Address:		
Position:	Earnings – Beginning	Ending	Dates - From	To
Supervisor -Name and Title			Phone ()	
Reason for Leaving				
Company Name:		Address:		
Position:	Earnings - Beginning	Ending	Dates - From	To
Supervisor - Name and Title			Phone ()	
Reason for Leaving				
Company Name:		Address:		
Position:	Earnings - Beginning	Ending	Dates - From	To
Supervisor Name and Title			Phone ()	
Reason for Leaving				
Company Name:		Address:		
Position:	Earnings - Beginning	Ending	Dates - From	To
Supervisor Name and Title			Phone ()	
Reason for Leaving				

Are there any other places you have worked in addition to those listed above? Yes No

Additional Experience

Please list any additional experience.

PROFESSIONAL REFERENCES: Include three professional references who supervised your previous work (principals, supervisors, superintendents).

Name	Address, City, State	Position	Phone Number

THIS SECTION MUST BE COMPLETED AS PART OF THE APPLICATION PROCESS. PLEASE MAKE CERTAIN THAT YOU ANSWER ALL OF THE QUESTIONS TRUTHFULLY. OMISSION OR FALSIFICATION OF ANY CRIMINAL INFORMATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

Yes No Have you ever been convicted of an offense other than a minor traffic violation?
 If YES, when, where, and disposition of the conviction: _____

Note: An applicant for employment is not obligated to disclose sealed or expunged records of conviction or arrest.

Yes No Have you ever been convicted of, had adjudication withheld, pled no contest to, or entered a pretrial intervention program for a misdemeanor or felony criminal charge, or are there currently criminal charges pending against you? (IF YES, EXPLAIN ON SEPARATE SHEET)

Yes No Have you ever been confirmed as a child abuser by DCFS or similar state agency? (IF YES, EXPLAIN ON SEPARATE SHEET)

Yes No Have you ever been suspended without pay, or dismissed from employment, or resigned while an investigation was in progress for possible disciplinary action? IF YES, WHERE _____ and WHEN _____

By signing below, I understand that the information provided is true and correct, and that any misstatements or omission of material facts in the application or the hiring process may result in discontinuing of the hiring process or termination of employment, no matter when discovered. I agree that the district shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application.

I authorize the school district to analyze the truthfulness of all statements made on this application, complete reference checks from my current and former employers, and others that may provide information regarding my education and experiences. I also authorize a criminal background, sex offender, and other checks required by Federal and State government, the school code and insurance carrier for the district. I acknowledge that consideration for employment is contingent on the results of these background check(s). In addition, I give my consent for all contacted persons including current and former employers to provide information concerning this application, and I release each such person from liability for providing information to the school district.

I understand that any offers of employment may be contingent upon my taking and successfully passing a drug and/or alcohol test in accordance with school district's policy. If I refuse to submit to testing, refuse to sign the school district consent form, or test positive, the school district will not employ me.

I hereby attest that all statements made by me above are true to the best of my knowledge, and I agree to the terms noted above.

Date: _____ **Applicant's Signature:** _____

Please complete the following section if applying for a
SCHOOL BUS DRIVER POSITION

All driver applicants who currently possess a Commercial Drivers License (CDL) or whose position for the school district would require a Commercial Drivers License (CDL) need to complete the section below. DOT requires that employment for at least 3 years and/or commercial driving experience for the past 10 years be shown.

PAST EMPLOYERS REQUIRING CDL

Name:			
Address:			
City:	State:	Zip:	
Contact Person:		Phone:	
Dates of Employment:			
From: Mo.	Yr	To: Mo.	Yr.
Weekly Pay:	Start	Last	
Reason For Leaving:			

Name:			
Address:			
City:	State:	Zip:	
Contact Person:		Phone:	
Dates of Employment:			
From: Mo.	Yr	To: Mo.	Yr.
Weekly Pay:	Start	Last	
Reason For Leaving:			

Name:			
Address:			
City:	State:	Zip:	
Contact Person:		Phone:	
Dates of Employment:			
From: Mo.	Yr	To: Mo.	Yr.
Weekly Pay:	Start	Last	
Reason For Leaving:			

ATTACH SHEET IF MORE SPACE IS NEEDED

SCHOOL BUS DRIVER POSITION

ACCIDENT RECORD (attach sheet if more space needed)

Dates	Type of Accident (Head-on, rear-end, overturn)	Fatalities	Injuries
Last Accident			
Next Previous			
Next Previous			

TRAFFIC CONVICTIONS and forfeitures for the past 3 years (other than parking violations) if none, write none

Location	Date	Charge	Penalty

(ATTACH SHEET IF MORE SPACE IS NEEDED)

1. Are you at least 21 years of age or older? _____
2. Have you ever been denied a license, permit or privilege to operate a motor vehicle? _____
3. Has any license, permit or privilege ever been suspended or revoked? _____

IF THE ANSWER TO EITHER 2 OR 3 IS YES, GIVE DETAILS _____

LIST PREVIOUS STATES HOLDING DRIVERS LICENSE

DRIVERS LICENSES	STATE	LICENSE NO.	TYPE	EXPIRATION