

LINCOLN SCHOOL DISTRICT 156
410 – 157th Street
Calumet City, Illinois 60409-4798

APPLICATION FOR EMPLOYMENT
FOR CERTIFIED PERSONNEL

Dear Applicant:

We welcome your application for employment in Lincoln Elementary School District 156 and we are interested in your qualifications.

School District 156 provides equal employment opportunities for all qualified personnel and does not discriminate in employment because of race, religion, creed, color, national origin, age, handicap, sex or any other protected class as per the law regarding non-discrimination in employment.

So that we may be able to accurately access your qualifications, you are required to provide this office with all of the following information:

1. This application form, completed;
2. Cover letter and resume;
3. The transcripts of credits from the college(s) you attended.
4. A copy of your Illinois teaching certificate(s);
5. Three letters of recommendation or references

We will be unable to consider your application unless all of these items are submitted.

All certificated and non-certificated applicants for employment in this school district must submit to a criminal background check as condition of employment. 105 ILCS 5/10-21.9, 5/34-18.5.

Date _____

(PLEASE PRINT)

Name: _____
Last First Middle

Present Address: _____
Number Street
City State Zip

Cell Phone: () _____
Telephone: () _____ Social Security Number _____
Area Code Number

Grade or Subject Desired: Check in the appropriate box and specify.

Elementary School Grade Level: First Choice _____ Second Choice _____

Middle School Subject Area: First Choice _____ Second Choice _____

Other Certified Positions Specify: _____

Date Available for Employment: _____

EDUCATION

List high school and college(s) listing the most recent first.

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Name of School	Location: City & State	Dates From/To	Major/Minor	Degree
College(s):		-	/	
		-	/	
		-	/	
		-	/	
High School:		-	/	

PROFESSIONAL EXPERIENCE

If more than one, list most recent first. Indicate whether each was full time (FT) or substitute (S).

Name of School	Location: Street, City, & State	Dates From -To	Grade or Subject or Position	FT or S	Principal
		-			
		-			
		-			
		-			
		-			

STUDENT TEACHING OR INTERNSHIP

If more than one, list most recent first.

Name of School	Location: Street, City & State	Dates From - To	Grade or Subject	Cooperating Teacher
		-		
		-		

CERTIFICATION

Do you hold a valid Illinois Teaching Certificate? Yes No

If yes, indicate with a check the type of certificate(s) held:

- Elementary Certificate (K-9)
 Secondary Certificate (6-12)
 Special Certificate (List the area(s) of endorsement) _____
 Other Certificate (Specify) _____

If yes, give the certificate number(s): _____

If yes, indicate if your certificate is currently registered: Yes No

If no, indicate with a check whether your application for Illinois Teaching Certificate:

_____ has been made through your college. (Have you received entitlement cards from the State of IL. Yes No

_____ has been made through the State. Yes No

If no, give the location and the type of out-of-state certificate(s) held: State: _____ Type: _____

REFERENCES

Give as references three persons who have first-hand knowledge of your professional competence, especially superintendents, principals or others who have observed you in a school setting. (Please do not include college professors whose reference comments are part of your confidential papers.)

Name	Position	Complete Address	Telephone Number

CONVICTIONS

Have you ever been convicted of a Felony? Yes No

If you answered yes, then please explain (include Court Case No.): _____

Have you ever been convicted of a Misdemeanor? Yes No

If you answered yes, then please explain (include Court Case No.): _____

APPLICATION STATEMENT

In your own handwriting, relate experiences other than formal teaching which may be of help in evaluating your candidacy. You may wish to comment on such areas as special interests and abilities, hobbies, professional memberships, volunteer work, counseling, tutoring, or travel. Please confine your comments to this page.

I hereby affirm that I have not knowingly falsified or distorted any item or fact in this application document and I acknowledge that such falsification or distortion may be considered a cause for dismissal from employment.

Signature of Applicant _____

VOLUNTARY RELEASE OF ETHNIC INFORMATION FOR EQUAL EMPLOYMENT OPPORTUNITY

The Illinois State Board of Education is required by federal law to maintain data on gender and ethnicity of all applicants for employment with the agency. This data is necessary to monitor ISBE's compliance with equal employment opportunity and affirmative action programs.

Submission of the information requested below is ***VOLUNTARY*** and failure to provide the information will not subject you to any adverse treatment.

All information submitted will be kept confidential to the fullest extent provided by law.

PLEASE INDICATE THE ETHNICITY AND GENDER IN WHICH YOU IDENTIFY:

- CAUCASIAN** (not of Hispanic origin) – Person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- AFRICAN AMERICAN** – Persons having origins in any of the African-American racial groups of Africa.
- HISPANIC** – Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- ASIAN or PACIFIC ISLANDER** – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- NATIVE AMERICAN INDIAN or ALASKAN NATIVE** – Persons having origins in any of the original peoples of North America.

GENDER: FEMALE MALE

NAME: _____ DATE: _____

VACANCY LIST #: _____ POSITION #(S): _____

TO ALL CERTIFICATED APPLICANTS

Employment Applications,
New Section 105 ILCS 5/22-6.5
Effective Date: January 1, 1994

This Act makes it 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 or 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.

This law further requires school district application for employment forms for certificated positions to contain notice of these penalties. Employment forms must be accordingly revised to reflect this new requirement.

P.A. SS-102
S.B. 464