

LINCOLN SCHOOL DISTRICT 156
410 – 157TH STREET
CALUMET CITY, ILLINOIS 60409-4798
708-862-6620: Office
708-862-1510: Fax

APPLICATION FOR EMPLOYMENT
FOR NON-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.

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 of Application _____

(PLEASE PRINT)

Position Applied For: _____

Name: _____

Last

First

Middle

Address: _____

Number

Street

City

State

Zip

Cell Phone: () _____

Telephone: () _____ Social Security Number _____

Have you filed an application here before? _____ YES _____ NO

- If YES, give date _____

Have you ever been employed here before? _____ YES _____ NO

- If YES, give date _____

Are you employed now? _____ YES _____ NO

- If NO, explain _____

On what date would you be available to work? _____

Are you available to work _____ Full-Time _____ Part-Time _____ Temporary

Are you on a lay-off and subject to recall? _____ YES _____ NO

Are you able to perform all of the essential functions of the job? _____ YES _____ NO

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments & volunteer Activities.

Employer	Telephone	<u>Date Employed</u> From	<u>Date Employed</u> To	Work Performed
Address				
Job Title		<u>Pay Rate/Salary</u> Starting Final		
Supervisor				
Reason for Leaving				
Employer	Telephone	<u>Date Employed</u> From	<u>Date Employed</u> To	Work Performed
Address				
Job Title		<u>Pay Rate/Salary</u> Starting Final		
Supervisor				
Reason for Leaving				
Employer	Telephone	<u>Date Employed</u> From	<u>Date Employed</u> To	Work Performed
Address				
Job Title		<u>Pay Rate/Salary</u> Starting Final		
Supervisor				
Reason for Leaving				
Employer	Telephone	<u>Date Employed</u> From	<u>Date Employed</u> To	Work Performed
Address				
Job Title		<u>Pay Rate/Salary</u> Starting Final		
Supervisor				
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special skills and qualification acquired from employment or other experience.

Typing Speed – WPM _____ What office machines can you operate? _____

EDUCATION:

	Elementary	High	College/University	Graduate/Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra Curricular Activities				

Honors Received:

List professional, trade, business or civic activities and offices held:

REFERENCES:

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

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.): _____

I hereby affirm that I have not knowingly falsified or distorted any item of 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: _____

Date: _____

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): _____