

# Regional Office of Education #21

## *Employment Application*

An Equal Opportunity Employer  
 This Application will be maintained for 12 months only

<b>Name:</b>				<b>Date:</b>	
	<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle)</i>		
<b>Address:</b>					
	<i>(Number)</i>	<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>
<b>Telephone #</b>	(      )				
<b>E-mail Address (optional):</b>					
<b>I am (Check a Box) &amp; will provide necessary documentation to validate that I am</b>					
<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.					
<b>Position(s) Applying For:</b>					
<input type="checkbox"/> <b>Full-Time</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Part-Time</b></span>					
<input type="checkbox"/> <b>Administrative Assistant</b> <span style="margin-left: 150px;"><input type="checkbox"/> <b>Bookkeeper</b></span>					
<input type="checkbox"/> <b>Paraprofessional (Aide)</b> <span style="margin-left: 150px;"><input type="checkbox"/> <b>Teacher</b></span>					
<input type="checkbox"/> <b>Teacher</b> <span style="margin-left: 150px;"><input type="checkbox"/> <b>Other:</b></span>					
<input type="checkbox"/> <b>Custodian</b> <span style="margin-left: 100px;"><b>Illinois Educator Identification Number (IEIN)</b> _____</span>					

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

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

**Education & Training:**

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

Name & Location of School	Number of Years Completed (circle one)	Degree Earned/Major
	1   2   3   4	
	1   2   3   4	
	1   2   3   4	

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

<b>Employer Name:</b>		Address:	
Position:	Dates - From	To	
Supervisor -Name and Title		Phone (      )	
Reason for Leaving			
<b>Employer Name:</b>		Address:	
Position:	Dates - From	To	
Supervisor - Name and Title		Phone (      )	
Reason for Leaving			
<b>Employer Name:</b>		Address:	
Position:	Dates - From	To	
Supervisor Name and Title		Phone (      )	
Reason for Leaving			
<b>Employer Name:</b>		Address:	
Position:	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. You are also not obligated to disclose expunged juvenile records of adjudication 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?  
(IF YES, EXPLAIN ON SEPARATE SHEET)

**Yes**  **No** Have you ever been the subject of an indicated report 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 ROE 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 ROE 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 and the school code. 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 ROE.

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  
**CERTIFIED POSITION**

Major: \_\_\_\_\_

No. of Hours: \_\_\_\_\_

Minors: \_\_\_\_\_

No. of Hours: \_\_\_\_\_

Are you now under contract to teach?

YES

NO

List any endorsements you hold:

\_\_\_\_\_  
\_\_\_\_\_

If applying for a high school or junior high position, what subjects are you licensed to teach in Illinois?

\_\_\_\_\_  
\_\_\_\_\_

At what grade level did you student teach? \_\_\_\_\_ Where: \_\_\_\_\_

Which extra class activities (including intramurals or interscholastic athletics) are you willing to direct?

\_\_\_\_\_  
\_\_\_\_\_

Do you hold a valid Illinois License?

YES

NO

What type(s):

Professional Educator License (PEL)

Educator License with Stipulations (ELS)

Substitute License

Illinois Educator Identifying Number (IEIN): \_\_\_\_\_