

Colona School District 190

Application for Employment

Section 1. Notice to Applicants

Equal Opportunity Employment

It is the policy of Colona Community Unit School District No. 190 to comply with federal and Illinois employment laws. Colona Community Unit School District No. 190 is an equal opportunity employer and does not discriminate on the basis of race, creed, sex, color, national origin, religion, age, sexual orientation, marital status, ancestry, citizenship status, arrest record, being a victim of domestic or sexual violence, mental or physical handicap or disability, military status or unfavorable discharge from military service, or any other unlawful basis in the hiring, promotion, firing, pay or privileges of employment. The District has a policy of active recruitment of qualified minority teachers and non-certified employees.

Availability of Accommodation

If you require any assistance or accommodation in the application or interview process, please contact the Superintendent's office at (309) 792-1232.

Section 2. Personal Information

Last Name	First Name	Middle Name	Social Security Number
Mailing Street Address	Home Phone ()	Work Phone ()	Cell Phone ()
What position are you applying for?			Are you at least age 18? YES <input type="checkbox"/> NO <input type="checkbox"/>
Can you, upon employment, provide proof of either U.S. Citizenship or the legal right to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Section 3. Previous Employment Experience

Please give a complete employment record including time in the U.S. Military Service, if any, for the last three years starting with the most recent employer first. Please be as accurate as possible with respect to dates.

Current (or Last) Employer	Street Address	City, State	Zip Code	Telephone
Job Title	Description of Duties		Supervisor's Name	
Mo. Yr. From ___/___	Mo. Yr. To ___/___	Starting Salary	Final Salary	Reason for Leaving

Current (or Last) Employer		Street Address		City, State	Zip Code	Telephone
Job Title			Description of Duties		Supervisor's Name	
Mo. Yr.	Mo. Yr.	Starting Salary	Final Salary	Reason for Leaving		
From ___/___	To ___/___					

Current (or Last) Employer		Street Address		City, State	Zip Code	Telephone
Job Title			Description of Duties		Supervisor's Name	
Mo. Yr.	Mo. Yr.	Starting Salary	Final Salary	Reason for Leaving		
From ___/___	To ___/___					

Current (or Last) Employer		Street Address		City, State	Zip Code	Telephone
Job Title			Description of Duties		Supervisor's Name	
Mo. Yr.	Mo. Yr.	Starting Salary	Final Salary	Reason for Leaving		
From ___/___	To ___/___					

Section 4. Educational Data for Applicants for Certified Positions Only

	Name of Institution	City and State	Degree Or If No Degree Semester Hours
High School			
College/University			
College/University			
Others			

What is your college major area of preparation?

What is your college minor area of preparation?

What extracurricular activities can and are you willing to direct?

Student Teaching

Name of School	Address	Telephone Number
Name of Cooperating Teacher	Home Address	Telephone Number

Certification

1. Do you hold a current Illinois Teachers Certificate? YES NO

Type of Certificate _____ Grade Level(s) _____

Subject Area(s) _____

2. Do you hold a current Illinois Administrative Certificate? YES NO

Type and Endorsement _____

3. List Certification in other states

Section 5. Educational Data for Applicants for Non-Certified Positions Only

School	Name and Address of School	Course of Study	Last Grade Level Completed	Did You Graduate?	List Diploma or Degree
Elementary					
High					
College					
Other (Specify)					

Do you have a Sanitation Certificate? _____ Number _____ Expires _____

List any experiences, skills, or qualifications that you feel would qualify you for work with our district:

Section 6. Additional Information

Please note here or attach any information you feel pertinent to your application:

Section 7. References

List five references that have firsthand knowledge of your suitability for employment:

Name	Position	Current Address	Telephone Numbers
			Work: Home: Cell:
			Work: Home: Cell:
			Work: Home: Cell:
			Work: Home: Cell:
			Work: Home: Cell:

Section 8. Background Check and Information

In addition to the questions below, a background check may be conducted at the option of the Colona School District #190.

If additional space is needed to answer the following questions, begin your explanation here and attach additional sheets and clearly identify as Background Check and Information: A, B, C, D, E, F, G, and H respectively.

"Yes" answers to the following questions will not necessarily result in denial of employment. The Board will consider all the circumstances, including the date and nature of the events, which have led to the actions described below. Your written explanation will assist the Board in determining your eligibility and suitability for an offer of employment. Pursuant to the *Illinois Criminal Identification Act*, *Illinois Human Rights Act* and *Illinois Juvenile Court Act*, you are not obligated to disclose an arrest, conviction or criminal history record information ordered impounded, sealed or expunged. You are not obligated to disclose expunged juvenile records of conviction or arrest.

A. Have you ever been convicted of any crime (excluding only minor traffic violations not involving any allegations of intoxication or reckless driving)? If you answer "Yes," you must provide dates of the proceeding, the name and address of the court where the proceeding occurred, a statement of the accusation against you, and the final disposition of the case(s). Do not disclose an arrest, conviction or criminal history record information ordered impounded, sealed or expunged.

Yes No

Explanation:

B. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "Yes" if true, even if the matter was later resolved with any form of settlement or severance agreement, unless such disclosure would breach the terms of the settlement or severance agreement. If you answer "Yes," you must provide the date of termination of employment, the name, address and telephone number of the employer(s), and a statement of the alleged reasons for termination.

Yes No

Explanation:

C. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by or is any charge or complaint now pending against you before the licensing, certification, or other regulatory agency or body, public or private? If you answer "Yes," you must provide the date of proceeding, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.

Yes No

Explanation:

D. Are you now being investigated for any alleged misconduct or other alleged grounds of discipline by a licensing, certification, or other regulatory body (teacher certification or otherwise) or by your current or previous employer? If you answer "Yes," you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

Yes No

Explanation:

E. Have you ever been named as a perpetrator in an indicated report of child abuse or neglect to any agency?

Yes No

Explanation:

F. Are you currently under investigation by any child protection or law enforcement agency for child abuse or neglect?

Yes No

Explanation:

G. Does your name appear on any Sex Offender Database and/or Child Murderer and Violent Offender Against Youth Database in any state or country?

Yes No

Explanation:

H. Is there any additional information with respect to serious misconduct or lack of moral qualification on your part that is not otherwise disclosed by your answers to questions in this application?

Yes No

Explanation:

Section 9. Applicant's Acknowledgment and Authorization

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. Any misrepresentations or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. I acknowledge that the failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or that the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor. I understand that Colona Community Unit School District No. 190 will verify the information in this application and that any misrepresentations may lead to the withdrawal of any offer of employment or termination of employment if an employment relationship has begun. I understand that this application and records provided become the property of Colona Community Unit School District No. 190.

I hereby authorize Colona Community Unit School District No. 190 to forward my name to the Illinois Department of State Police for the purpose of conducting a fingerprint-based criminal history records check as required by Section 10-21.9 of the *School Code* and agree to execute any forms and submit to fingerprinting as required for such purpose. I understand that the Illinois Department of State Police will conduct a fingerprint-based criminal history records check to ascertain whether I have been convicted of any of the enumerated criminal or drug offenses in subsection (c) of Section 10-21.9 of the *School Code* or have been convicted, within 7 years of the application for employment with Colona Community Unit School District No. 190, of any other felony under the laws of Illinois or of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as a felony under the laws of Illinois. I understand that Colona Community Unit School District No. 190 may further conduct a check for any indicated reports of child abuse pursuant to the *Abused and Neglected Child Reporting Act*, 325 ILCS 5/1 *et seq.* I further understand that Colona Community Unit School District No. 190 will perform a check of the Statewide Sex Offender Database and the Statewide Child Murderer and Violent Offender Against Youth Database as required by Section 10-21.9 of the *School Code*.

I understand that my social security number may be requested to comply with the Illinois Department of State Police criminal history check and/or the background check performed pursuant to the *Abused and Neglected Child Reporting Act*. Furthermore, I hereby covenant not to sue and release, waive, indemnify, save, and hold harmless Colona Community Unit School District No. 190, Henry County, Illinois, and its officers, board members, agents, employees, and directors from any claim of liability or damage which may arise from the proceedings of the Illinois Department of State Police or Department of Children and Family Services in conjunction with the above background investigations. I understand that an offer of employment, or continued employment if hired, is contingent upon my passing the Illinois Department of State Police and Child Abuse Registry background investigations.

I hereby authorize Colona Community Unit School District No. 190 to conduct work history and reference checks, including information obtained through personal interviews with persons named as employers and references, to determine my acceptability for employment. Pursuant to the *Illinois Personnel Record Review Act*, 820 ILCS 40/7, I hereby waive written notice from my current employer and any previous employers and authorize them to release information regarding any disciplinary actions taken against me within the past 4 years. Further, I hereby release and hold harmless the officers, board members, agents, employees, and directors of each of my past employers and Colona Community Unit School District No. 190, and its officers, board members, agents, employees, and directors, from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance. I understand

and agree that this waiver includes any and all manner of actions that I may now have or may in the future have concerning such disclosures, regardless of their nature.

I understand that an offer of employment (or the opportunity to continue my employment if I am hired before these requirements are fully satisfied) is contingent upon my passing the Illinois Department of State Police and Child Abuse Registry background investigations and submitting the required Form I-9, including evidence of identity and work authorization, the health and medical examination forms, including TB test results, and any other forms required by Colona Community Unit School District No. 190 or by Illinois or federal law. I further understand that if I am offered a position of employment, I will be required to abide by the policies and regulations of Colona Community Unit School District No. 190, as those policies and regulations now exist or as they may be subsequently amended or altered.

Name (printed): _____ Signature: _____ Date: _____