
CERTIFIED EMPLOYMENT APPLICATION

Pontiac William Holliday School District 105 is an equal opportunity employer and educator. District 105 does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, marital status, disability, unfavorable military discharge or any other unlawful basis in the recruitment, selection or employment of its employees. Individuals requiring accommodation and/or assistance in the application process should contact the Superintendent at 618-233-2320

Date: _____ Social Security #: _____

Name: _____
(Last) (First) (Middle)

Current Address: _____
(Street) (City, State) (Zip Code)

Permanent Address: _____
(Street) (City, State) (Zip Code)

Telephone Number: _____
(Home) (Work) (Other/Cell)

Email Address: _____

Subject Area/Grade Level of Position Desired:

Date Available to Work:

COLLEGE EDUCATION:

(Dates) (Institution) (Street, City, State, Zip)

Degree: _____ Major: _____ Minor: _____ Date Conferred: _____

(Dates) (Institution) (Street, City, State, Zip)

Degree: _____ Major: _____ Minor: _____ Date Conferred: _____

(Dates) (Institution) (Street, City, State, Zip)

Degree: _____ Major: _____ Minor: _____ Date Conferred: _____

A COMPLETED APPLICANT FILE INCLUDES:

1. District application with all information completed (**do not** state “refer to resume”)
2. Photocopies of transcripts from all schools attended, including junior colleges
3. Three letters of reference
4. Photocopies of Illinois Professional Educator License(s) front and back showing expiration date, **or** a statement describing status of your application for an Illinois Professional Educator License.

An applicant will not be considered for employment until the District has received a completed applicant file.

EXPERIENCE:**Teaching Experience:** (List most recent first)

1. _____
(Dates: Month & Year) (Institution) (Street, City, State, Zip) (Grade/Subject)
2. _____
(Dates: Month & Year) (Institution) (Street, City, State, Zip) (Grade/Subject)
3. _____
(Dates: Month & Year) (Institution) (Street, City, State, Zip) (Grade/Subject)
4. _____
(Dates: Month & Year) (Institution) (Street, City, State, Zip) (Grade/Subject)

Student Teaching:

1. _____
(Dates: Month & Year) (Institution) (Street, City, State, Zip) (Grade/Subject)

DO YOU HOLD A VALID AND ACTIVE ILLINOIS PROFESSIONAL EDUCATOR LICENSE?

Yes_____ No_____ Applied/Date/Location:_____

License Number:_____ Type:_____ Endorsement: _____
License Number:_____ Type:_____ Endorsement: _____
Endorsement:_____

Endorsement:_____

Endorsement:_____

Endorsement:_____

Endorsement:_____

Other Work Experience:

1. _____
(Dates) (Company/Job Title) (City, State,) (Supervisor, Phone #)
2. _____
(Dates) (Company/Job Title) (City, State,) (Supervisor, Phone #)
3. _____
(Dates) (Company/Job Title) (City, State,) (Supervisor, Phone #)

Please respond to the following questions:

1) Why have you chosen public education as your profession?

2) Why are you interested in working in District 105?

3) What are the two- (2) most important components of a successful classroom learning environment?

PROFESSIONAL REFERENCES:

Please identify individuals who are able to provide information regarding your qualifications for the position(s) you seek. Please include superintendents and principals with whom you have worked.

	NAME	POSITION	ADDRESS	TELEPHONE
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____

In order to be considered for employment, you must answer the following questions:

- Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?
_____ YES _____ NO
If yes, please explain the circumstances in the space provided:
- Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
_____ YES _____ NO
If yes, please explain the circumstances in the space provided:
- Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, of mishandling funds, or of criminal conduct resulting in a conviction or criminal penalty? _____ YES _____ NO
If yes, please explain the circumstances in the space provided:
- Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or "no contest", or (c) has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?
_____ YES _____ NO
If yes, please explain the circumstances in the space provided, including the date of the charge, the court action, the offense in question, and the address of the court involved.
- Have you ever failed to be reappointed? _____ YES _____ NO
If yes, where and why?
If yes, please explain the circumstances in the space provided:

Applicant's Acknowledgment and Agreement

1. Applicants for a certified position are advised that the making of a willfully false statement or knowing omission of any employment history on this application may constitute a Class A misdemeanor. Any materially false statements or omissions on this application for employment will be reason to deny the application for hire and will lead to termination of employment.

TYPE/PRINT **YES OR NO** AT THE END OF EACH STATEMENT IN THIS SECTION (a – d).

- a. Accordingly, I hereby acknowledge that the statements made herein are accurate and that I have not omitted any requested information.
 - b. I acknowledge that if I am hired, I will be required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease in accordance with Section 24-5 of the *School Code*.
 - c. I acknowledge that if I am hired, I will be required to abide by all rules, regulations and board policies of Pontiac William Holliday School District 105.
 - d. I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.
 - e. In the event of employment, I understand that false or misleading information given in my application or interview(s) or any omission of information may result in discharge. I understand, also, that if I am hired I am required to abide by all of the rules and regulations of the school district.
2. My submission of this employment application constitutes authorization to check my employment history, including without limitation, evaluations, conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the recipient(s) of this application contacts in connection with my employment application to fully provide the recipient(s) of this application any information on the matters set forth above. I expressly waive in connection with any request for a provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the recipient(s) of this application, its agents and officials or against any provider of such information. I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

Print/Type Name

Signature of Applicant

Date

****APPLICANT FILES ARE KEPT FOR ONE YEAR FROM DATE OF APPLICATION**

It is the applicant's responsibility to update his/her applicant file each year by submitting a new application.