

NORTH CLAY COMMUNITY UNIT #25

LOUISVILLE, ILLINOIS 62858

APPLICATION BLANK

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

POSITION APPLYING FOR:

SECRETARY \_\_\_\_\_

COOK \_\_\_\_\_

CUSTODIAN \_\_\_\_\_

BUS DRIVER \_\_\_\_\_

TEACHER AIDE \_\_\_\_\_

PREVIOUS EXPERIENCE OR EMPLOYMENT WHICH QUALIFIES APPLICANT FOR THE POSITION SOUGHT:

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REFERENCES:

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**NORTH CLAY COMMUNITY UNIT NO. 25  
APPLICATION FOR EMPLOYMENT**

**PLEASE PRINT**

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Full Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

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Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

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Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How long(Mo/Yr to Mo/Yr) \_\_\_\_\_

What position or type of work are you seeking? \_\_\_\_\_

How did you learn of opening? \_\_\_\_\_

Are you over 18 yrs.? \_\_\_\_\_ Are you willing to work overtime? \_\_\_\_\_

Are you interested in: Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary \_\_\_\_\_

What pay do you expect: \_\_\_\_\_ Date available to work: \_\_\_\_\_

Are you presently on layoff from another job and subject to recall? \_\_\_\_\_

Have you previously been employed here? \_\_\_\_\_ Under what name? \_\_\_\_\_

Are you presently employed? \_\_\_\_\_ May we inquire of your employer? \_\_\_\_\_

Do you have relatives working here(will not necessarily disqualify employment) \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_

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**EDUCATION AND SKILLS**

Check all the levels of completed education:

High School Graduate or GED

Some College

College Graduate

Trade or business School -----

School \_\_\_\_\_

Degree \_\_\_\_\_

Major \_\_\_\_\_

School \_\_\_\_\_

Field of Study \_\_\_\_\_

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List certificates or licenses you hold, or specialized training you have completed that may help qualify you for employment

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List equipment you operate that may help qualify you for employment:

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List job-related professional or technical organizations to which you belong:

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### GENERAL INFORMATION

What do you expect to be doing in five years?

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Based on today's prices and wages, what monthly income do you expect to be earning in five years?

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What has been your most interesting work?\_\_\_\_\_

What made it interesting?\_\_\_\_\_

What work experience did you dislike most?\_\_\_\_\_

Why did you dislike it?\_\_\_\_\_

Have you been convicted of felony (excluding any record or conviction that has been judicially sealed, expunged, or dismissed)?\_\_\_\_\_

If yes, Explain (conviction will not necessarily disqualify) :

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Can you, if employed, submit verification of your right to work in the United States?\_\_\_\_\_

## EMPLOYMENT HISTORY/PERSONAL REFERENCES

List **ALL** periods of employment, self-employment, U.S. military service, volunteer work, and or non-employment starting with the **MOST RECENT FIRST**. Personal references may be listed following employment history----please do not list relatives.

FROM	EMPLOYER	POSITION/DUTIES
		Starting Pay
		Supervisor's Name
To	Address and Telephone Number	Last Pay
		Reason for Leaving
<hr/>		
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		Starting Pay
		Supervisor's Name
To	Address and Telephone Number	Last Pay
		Reason for Leaving
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## **CERTIFICATION AND ACKNOWLEDGMENT**

I certify that all information submitted in this application form, or in any resume, interview, or other information, is true and complete and that I have not knowingly withheld, nor will I withhold, any information that would affect my application for employment. I understand that employer is under no obligation to consider or reconsider this application at any time, and that acceptance of my application does no constitute an offer of employment. I also understand and agree that:

1. Inquiries may be made with my previous employers or others who may have knowledge of me. I authorize any such person or agency to give you any and all information concerning my previous employment, including but not limited to, an assessment of my job performance, ability, and fitness, and release all parties from any and all liability, claims, or damages that may directly or indirectly result from furnishing same.
2. Prior to my beginning work or during my employment, employer reserves the right to require any lawful form, of medical, drug, alcohol, psychological, character, honesty, integrity, aptitude, skill, or other test or examination.

If employed, I understand and agree that my employment is “at-will” and may be terminated with or without cause or notice at my option or at the option of employer.

Signature	Date
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An Equal Opportunity/Affirmative Action Employer