





**Jasper County Community Unit School District No. 1**  
 609 South Lafayette Street  
 Newton, IL 62448  
 Phone: 618-783-8459 / Fax: 618-783-3679

2. Company/Org. \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_ Dates Employed \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_  
 Title and Duties: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Starting and ending salary: \_\_\_\_\_ No. of employees supervised (if applicable) \_\_\_\_\_  
 Specialized equipment used. \_\_\_\_\_

3. Company/Org. \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_ Dates Employed \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_  
 Title and Duties: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Starting and ending salary: \_\_\_\_\_ No. of employees supervised (if applicable) \_\_\_\_\_  
 Specialized equipment used. \_\_\_\_\_

\*If additional space is needed, attach a separate sheet of paper to list all required information for all jobs.

**Accomplishments, Interests, Skills and Special Training:**

Use the space below to describe any accomplishments, interests, skills, aptitudes and/or special training that you possess which you feel add to your qualifications. You may wish to include participation in civic, professional and/or community activities. Please provide all extra-curricular interests / experience.

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

\*If additional space is needed, attach a separate sheet of paper with all pertinent information.

**References:**

Please list names, addresses, phone numbers and e-mail addresses (if available) of at least three work or educational references who are not related to you.

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone No \_\_\_\_\_ Position \_\_\_\_\_  
 Email: \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone No \_\_\_\_\_ Position \_\_\_\_\_  
 Email: \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone No \_\_\_\_\_ Position \_\_\_\_\_  
 Email: \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone No \_\_\_\_\_ Position \_\_\_\_\_  
 Email: \_\_\_\_\_



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Have you ever been convicted of violation(s) of the law, including moving traffic violations, but excluding offenses committed before your 18th birthday which were finally adjudicated in a juvenile court or under a youth offender law? Yes [ ] No [ ]
If yes, please list all and explain: \_\_\_\_\_

Have you ever been determined by the Department of Children and Family Services (or a similar agency in another state) as a person "indicated" as having engaged in child abuse or neglect? Yes [ ] No [ ]
If yes, please list all and explain: \_\_\_\_\_

Are you listed in any database or list maintained by any state as a sex offender, child abuser? Yes [ ] No [ ]
If yes, please list all and explain: \_\_\_\_\_

Has any court ever entered an order of protection against you in respect to any person due to physical violence, or threat of physical violence, or sexual conduct?
Yes [ ] No [ ]
If yes, please list all and explain: \_\_\_\_\_

Have you ever been terminated from employment (other than lay-off or reduction in force), asked to resign employment or threatened with termination of employment if you did not resign due to allegations of poor performance or misconduct?
Yes [ ] No [ ]
If yes, please list all and explain: \_\_\_\_\_

If you are selected when would you be able to start work? \_\_\_\_\_
(No date is necessary if you are available to start work immediately, or after giving a present employer two weeks notice.)

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

Jasper County Community Unit School District No.1 (the "School District") is an equal opportunity employer. It does not engage in illegal discrimination in employment, and no question on the employment application is used for the purpose of limiting or excluding any applicant's consideration from employment on a basis prohibited by local, state or federal law.

Applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, gender, sexual orientation, age, or participation or membership in a labor organization, except as permitted by law. As a means of accommodation to persons with specific disabilities that prevent them from completing this application or other application related matters, confidential assistance in filling out this application or otherwise completing the application process may be obtained by contacting the Superintendent of Schools, Jasper County Community Unit School District No. 1.

PLEASE READ CAREFULLY BEFORE SIGNING:

For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States?
Yes [ ] No [ ]

Under the Immigration Reform and Control Act of 1986 you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.



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**AFFIRMATION AND AUTHORIZATION**

I understand that any employment is conditioned on review of my character, work, education, volunteer or other history related to my application for employment. I authorize Jasper County Community Unit School District No. 1 to thoroughly investigate such matters, and I authorize my former employers, teachers, educational institutions, institutions where I have volunteered, and references to disclose information regarding my former employment, education, character, reputation and fitness for employment in the School District, without giving me prior notice of such disclosure. In addition, I release the School District, any former employers, teachers, educational institutions, institutions where I may have volunteered, and all references listed above, and any other person any of the foregoing suggest as additional sources of information from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, or discussion regarding employment is intended to or creates an employment contract or other right of continuing employment. I further understand and agree that if I am hired, my employment will be in accordance with Board Policy and employment terms and conditions of any applicable collectively bargained agreement between the union(s) and the Board of Education. No promises regarding employment have been made to me, and I understand that no promise or guarantee is binding upon the School District unless made in writing, authorized by the Board of Education of the School District and signed by the President and Secretary of the Board of Education

If I am offered employment I agree to submit to a criminal history records check, and review via the Statewide Sex Offender Database, as authorized by the Sex Offender Community Notification Law and information in the Statewide Child Murderer and Violent Offender Against Youth Database, as authorized by the Child Murderer and Violent Offender Against Youth Community Notification Law, and that if I am employed my employment is conditioned upon the results of such history. If my criminal history records check shows that I have been convicted of certain offenses, including those by which my employment is prohibited by law, or those showing history of sexual misconduct, violence or dishonesty in employment or toward co-workers or children, any employment offer may be withdrawn, or my employment terminated. I also consent to submit to a medical examination before starting work. If employed, I also agree to submit to a medical examination at any time deemed appropriate by the School District and as permitted by law to demonstrate my continued fitness to perform the essential elements of an employment position. I consent to such examinations and tests, and I request that the examining doctor disclose to the School District the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that if I am hired a condition of my employment will be that I abide by the School District policies and rules concerning employment.

I understand that filling out this form does not indicate there is a position open and does not obligate Jasper County Community Unit School District No. 1 to hire me. If hired, I agree to abide by all School District rules, policies and procedures. The School District retains the right to revise its policies or procedures, in whole or in part, at any time.

**Certification**

I hereby certify that all entries on and attachments to my employment application, and any other information given by me in connection with my employment, are true and complete, and I agree and understand that any falsification of such information regardless of time of discovery shall be sufficient cause to terminate employment in the service of Jasper County Community Unit School District No. 1. I understand that all information on this application is subject to verification. **I have read the application completely and understand all the information contained therein.**

Applicant's Name (please print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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The release requested on this form will give your past educational institutions, teachers, employers, institutions where you may have volunteered, and references authorization to release information to Jasper County Community Unit School District No. 1 pertaining to your academic, employment or volunteer history, character and fitness for employment. Please complete all information requested below and submit this form with your application. Among other things, employment at Jasper County Community Unit School District No. 1 is contingent on satisfactory academic and work references.

Release

**TO WHOM IT MAY CONCERN:**

I hereby grant permission to release information to Jasper County Community Unit School District No. 1 relating to my academic, work or volunteer experience and my character. I authorize former employers, institutions where I may have volunteered, educational institutions, teachers, and persons whom I have listed upon my application for employment as personal references, or other persons named by any of them to disclose information about me, and in consideration of this application by Jasper County Community Unit School District No. 1, release and discharge each and all such persons, employers or institutions

**Applicant's Name (please print):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Social Security No:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**Bus Driver Applicants - Attachment**

Name: \_\_\_\_\_

Driver's license number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Bus driver permit number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Commercial driver's licenses:

Types and numbers: \_\_\_\_\_

Expiration dates: \_\_\_\_\_

Types of vehicles you are experienced driving: \_\_\_\_\_

Driving history:

Have you received any tickets in the last four years? Yes  No

If yes, please describe:

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

Have you ever been suspended from driving privileges? Yes  No

If yes, please describe the circumstances:

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



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**Maintenance Worker Applicants - Attachment**

Name: \_\_\_\_\_

Areas of competence:

- |              |                          |                     |                          |
|--------------|--------------------------|---------------------|--------------------------|
| Woodworking  | <input type="checkbox"/> | Electrical          | <input type="checkbox"/> |
| Metalworking | <input type="checkbox"/> | Automotive          | <input type="checkbox"/> |
| Plumbing     | <input type="checkbox"/> | General maintenance | <input type="checkbox"/> |

Describe your experience in the areas checked above:

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

Machinery you are experienced in using: \_\_\_\_\_  
\_\_\_\_\_

Have you taken any classes or received training in any of the above-listed areas? Yes  No

If yes, please describe the contents of the class(es) or training:

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

Would you be willing to take additional training in any of the above-listed areas? Yes  No

If yes, which areas would you be interested in? \_\_\_\_\_

Have you ever had an on-the-job accident in which you were seen by a doctor? Yes  No

If yes, please describe the incident(s):

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



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**Cafeteria Worker Applicants - Attachment**

Name: \_\_\_\_\_

Areas of competence:

- |             |                          |               |                          |
|-------------|--------------------------|---------------|--------------------------|
| Baking      | <input type="checkbox"/> | Menu planning | <input type="checkbox"/> |
| Frying      | <input type="checkbox"/> | Nutrition     | <input type="checkbox"/> |
| Dishwashing | <input type="checkbox"/> |               |                          |

Describe your experience in the areas checked above:

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

Types of kitchen equipment you are experienced working with: \_\_\_\_\_

\_\_\_\_\_

Have you taken any classes or additional training in any of the above-listed areas? Yes  No

If yes, please describe the contents of the class(es) or training:

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

Would you be willing to take additional training in any of the above-listed areas? Yes  No

If yes, which areas would you be interested in? \_\_\_\_\_

Are you currently licensed as a food service worker? Yes  No

Have you ever had an on-the-job accident in which you were seen by a doctor? Yes  No

If yes, please describe the incident(s):

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