CARROLLTON COMMUNITY UNIT SCHOOL DISTRICT NO. 1
950A THIRD STREET
CARROLLTON IL 62016

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Name:_____
    Last   First   MI

Applying for: ☐ Full time ☐ Part time ☐ Substitute

Are you legally eligible to work in the United States? ☐Yes ☐No

Current Address: _____

_____
    City   State   Zip

Home Phone: _____ Cell Phone: _____

Email:_____

POSITION FOR WHICH YOU ARE APPLYING:

____Teacher Aide
____Bus Driver
____Food Service Worker
____Custodian
____Maintenance Worker
____Secretary
____Bus Monitor

DATES AVAILABLE FOR INTERVIEW:_____

DATE AVAILABLE FOR EMPLOYMENT:_____

EDUCATION AND TRAINING:

	Dates attended	Name and address	Graduation (Mo/Day/Yr)	Degree/Diploma received
High School				
College or University				
Special School				

CURRENT EMPLOYER:

Employer_____

Dates of Employment:_____

Position and Description of position:_____

_____

Supervisor:_____

EMPLOYMENT HISTORY:

Employer:_____

Dates of Employment:_____

Position and Description of position:_____

_____

Last supervisor:_____

Reason for Leaving:_____

Employer:_____

Dates of Employment:_____

Position and Description of position:_____

_____

Last supervisor:_____

Reason for Leaving:_____

Employer:_____

Dates of Employment:_____

Position and Description of position:_____

_____

Last supervisor:_____

Reason for Leaving:_____

Are you able to perform all of the following essential functions of the job, with or without reasonable accommodation?

a. Establish and maintain effective working relationships with supervisors and other staff;
b. Communicate effectively both verbally and in writing with students, parents, teachers, and administrators, and with students from diverse cultural backgrounds and with varying degrees of abilities, including children with disabilities;
c. Carry out oral and written instructions;
d. Be able to routinely push, pull, lift, carry, or otherwise move the following weight without risk of personal injury:
    - Teacher Aide – 50 pounds
    - Bus Driver – 50 pounds
    - Food Service Worker – 40 to 60 pounds
    - Custodian – 75 pounds
    - Maintenance – 75 pounds
    - Bus monitor – 50 pounds
    - Secretary – 35 pounds
e. Be able to be an effective employee for a full work day, and be physically, mentally and emotionally able to work the following day;
f. Have regular attendance;
g. Be prompt and thorough in completing assignments and attend to details accurately and efficiently.

☐ Yes   ☐ No

COMPLETE THIS SECTION FOR CUSTODIAL, MAINTENANCE, OR TRANSPORTATION POSITION

Can you work standing on a ladder or scaffold?   ☐ Yes   ☐ No

Are you willing to do so?   ☐ Yes   ☐ No

What classification of valid Illinois Drivers License do you hold?

_____

_____

State any special skills you have for the position for which you are applying:

_____

_____

COMPLETE THIS SECTION FOR SECRETARIAL POSITION

How many words per minute do you type? _____

Do you have data entry experience? If so, what? _____
_____

What programs are you proficient in using:

Word Processing:_____

Database:_____

Spreadsheet:_____

Other:_____

Have you ever been dismissed or asked to resign from a position? ☐ Yes ☐ No

I understand that, pursuant to Section 10-21.9 of The School Code, I must submit to a fingerprint based criminal background check as a condition of my employment, and that if I have ever been convicted of any offense(s) as defined in Section 10-21.9, I am

prohibited from employment by the school district. ☐ Yes ☐ No

Have you been convicted of a felony or serious crime? ☐ Yes ☐ No

I understand that before being employed I must pass a physical examination and/or T.B. text approved by the school district. I authorize all former employers and other persons to give any information they have regarding me, or my employment with them, and I release them and their companies from any liability for damages resulting therefrom. I understand that any false or misleading statements made by me on this application may prevent my employment with the school district and/or may be cause for dismissal if hired.

I hereby certify that all statements made herein are true and correct to the best of my knowledge and authorize investigation of all statements herein. I release from all liability persons and organization reporting information requested by this application.

_____   _____
Applicant's Signature   **Date**