



# Panhandle CUSD #2

## Employment Application

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

### Applicant Information

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ IEIN (if applicable): \_\_\_\_\_

Position Seeking:       **Substitute**                       **Full-Time**                       **Part-Time**

- Administrative Assistant       Bookkeeper
- Cook                                       Paraprofessional (Aide)
- Maintenance                       Bus Driver
- Custodian                               Teacher                       Other \_\_\_\_\_

Have you ever worked for Panhandle CUSD #2?      YES      NO  
            If yes, when? \_\_\_\_\_

Do you have any relatives that currently work for Panhandle CUSD #2?      YES      NO  
            If yes, please list who: \_\_\_\_\_

### Education

List your most recent schooling first.

School Attended	Address	Dates Attended	Graduation, Degree, Certification, or Hours Earned

## References

**Please list three professional references.**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

## Previous Employment

**List your current/most recent job first.**

Employer/Company: _____		Phone Number: _____
City: _____	Supervisor: _____	
Job Title: _____	Reason for leaving: _____	
Responsibilities: _____		
From: _____	To: _____	Reason for Leaving: _____
		YES      NO
May we contact your previous supervisor for a reference?		<input type="checkbox"/> <input type="checkbox"/>

Employer/Company: _____		Phone Number: _____
City: _____	Supervisor: _____	
Job Title: _____	Reason for leaving: _____	
Responsibilities: _____		
From: _____	To: _____	Reason for Leaving: _____
		YES      NO
May we contact your previous supervisor for a reference?		<input type="checkbox"/> <input type="checkbox"/>

Employer/Company: _____		Phone Number: _____
City: _____	Supervisor: _____	
Job Title: _____	Reason for leaving: _____	
Responsibilities: _____		
From: _____	To: _____	Reason for Leaving: _____
		YES      NO
May we contact your previous supervisor for a reference?		<input type="checkbox"/> <input type="checkbox"/>

Employer/Company: _____		Phone Number: _____
City: _____	Supervisor: _____	
Job Title: _____	Reason for leaving: _____	
Responsibilities: _____		
From: _____	To: _____	Reason for Leaving: _____
		YES      NO
May we contact your previous supervisor for a reference?		<input type="checkbox"/> <input type="checkbox"/>

## Military Service

Branch: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

Special Skills or Training from Service: \_\_\_\_\_

## Disclaimer and Signature

For the purpose of compliance with the Immigration Reform and Control Act,

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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In Illinois, all public-school districts must conduct criminal background checks of all certified and non-certified applicants for employment pursuant to 105 ILCS 5/10-21.9 and 105 ILCS 5/34-18.5[1] of the Illinois School Code.

Could you pass a background check in compliance with 105 ILCS 5/10-21.9 and 105 ILCS 5/34-18.5[1] of the Illinois School Code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have you ever been suspended without pay, or dismissed from employment, or resigned while an investigation was in progress for possible disciplinary action?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have you ever been the subject of a sexual misconduct allegation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is there anything that would interfere with regular work attendance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have you ever been disciplined (oral or written reprimand, suspension or termination) for attendance violations or problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Can you perform the functions of this job (essential and/or marginal) with or without reasonable accommodations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have you ever been employed under a different name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you a current user of illegal drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If an explanation is required for any of the above disclaimer questions, please do that here:

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate release.*

*I authorize a criminal background check, sex offender, and other checks required by Federal and State government and Panhandle CUSD #2 policy.*

*I authorize current and past schools, employers and persons I have listed herein as references and on the ISBE Sexual Misconduct Disclosure form, to disclose information about me concerning this application and release them from any liability concerning the release of confidential information.*

*I understand that my employment is subject to satisfactory replies from references and that all job offers are contingent upon and subject to a satisfactory physical examination, background check, and the Illinois and Federal Criminal Background Investigation.*

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