

Durand CUSD #322 Employment Application

200 W. South Street, Durand, IL 61024
Phone: 815-248-2171 Fax: 815-248-2599

PERSONAL

Last name		First name			Middle name
Current address	City	State	Zip code	Email address	
Known by other names		Home phone number		Alternate phone number	
Are you 18 years of age or older?					YES NO
Are you legally eligible to work in the United States? ___ U.S. Citizen ___ Visa Other: _____					YES NO
Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations? If yes, explain. <i>(Applicants are not obligated to disclose (1) sealed or expunged records of conviction or arrest, or (2) expunged juvenile records of conviction or arrest, or (3) a crime which you have plead guilty, have received supervision, have complied with court supervision, and have received a judgment dismissing the charge).</i>					YES NO
If yes, explain: _____ <i>(Note: Convictions are not automatic bar to employment in most positions, but are reviewed in relation to the position applied for. Convictions not reported may be cause for immediate discharge.</i>					
Complete only if driving is a job requirement. Do you have a valid driver's license? License Number: _____ State: _____					YES NO

EMPLOYMENT INFORMATION

Position applying for	Date available	Salary expectation
Have you previously worked for Durand Schools? If yes, please list position and dates of employment.		YES NO
Position _____	Dates _____	

EDUCATION AND SKILLS

	School Name and Location (City & State)	Course of study	Last year completed				Graduate?	Diploma or degree
			1	2	3	4		
High School			1	2	3	4	YES NO	
College			1	2	3	4	YES NO	
Grad/Tech School			1	2	3	4	YES NO	

Professional licenses, certificates or memberships:
Other courses of training relevant to the position applying for:

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record including any military service. Start with present or most recent employer. Include at least three (3) years history. Insert resume, if available, after completing this section.

Company Name	From (Mo/Yr)	To (Mo/Yr)	Starting salary	Ending salary
Address	Last position held		Supervisor	
City, State, Zip code	Describe work and responsibilities			
Phone number				
Type of business	Reason for leaving		May we contact?	

Company Name	From (Mo/Yr)	To (Mo/Yr)	Starting salary	Ending salary
Address	Last position held		Supervisor	
City, State, Zip code	Describe work and responsibilities			
Phone number				
Type of business	Reason for leaving			

Company Name	From (Mo/Yr)	To (Mo/Yr)	Starting salary	Ending salary
Address	Last position held		Supervisor	
City, state, Zip code	Describe work and responsibilities			
Phone number				
Type of business	Reason for leaving			

Company Name	From (Mo/Yr)	To (Mo/Yr)	Starting salary	Ending salary
Address	Last position held		Supervisor	
City, state, Zip code	Describe work and responsibilities			
Phone number				
Type of business	Reason for leaving			

Which of these jobs did you like the best and why?

PROFESSIONAL REFERENCES

List two (2) professional/business references that we may contact. Do not list personal references.

Name	Address	Relationship	Years known	Phone number
1.				
2.				

PERSONAL REFERENCES

List two (2) personal references.

Name	Address	Relationship	Years known	Phone number
1.				
2.				

I hereby authorize the person(s) named, or listed, on my application and /or resume (or any other persons who can verify such information) to discuss and verify the information that I have provided to Durand CUSD #322. I give my consent for all contacted persons, including my former employer(s), to provide information (including transcripts, grades and similar information) concerning my resume and /or application for employment. I hereby release such person(s) from liability for discussing or providing this information to Durand CUSD #322, its employees, agents or representatives.

I hereby certify that all statements in this application are true and correct to the best of my knowledge and understand that falsification and/or omission of any information shall be grounds for termination of employment. I also give the Company permission to verify education credentials/degrees and to contact references/previous employers to obtain work performance information. I understand that all offers of employment are conditional, subject to the receipt of satisfactory references and/or background reviews and/or medical examination that may include drug testing. For positions not in a bargaining unit, I understand my employment will be employment-at-will.

Signature

Date

I understand that my employment with Durand CUSD #322 is contingent with successfully completing all pre-employment background check and/or physical, written and/or oral examinations, as required by position. I further understand that if I falsify or fail to cooperate with any portion of any pre-employment testing requirement, my application will be withdrawn from further consideration.

I hereby authorize Durand CUSD #322 to conduct all necessary pre-employment background checks and/or physical, written and/or oral examinations. I further authorize all current and previous references, employers and/or medical institutions, etc. to provide information concerning me to Durand CUSD #322.

Applicant signature

Date

Durand CUSD #322 is an Equal Opportunity Employer – M/F/H/V