

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:

REFERENCES:

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

PLEASE PRINT

Full Name _____ Social Security No. _____

Current Address _____ City _____ State _____ Zip Code _____ Telephone _____

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 _____

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 _____

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

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

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

GENERAL INFORMATION

What do you expect to be doing in five years?

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

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) :

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
FROM	EMPLOYER	POSITION/DUTIES	
		Starting Pay	Supervisor's Name
To	Address and Telephone Number	Last Pay	Reason for Leaving
FROM	EMPLOYER	POSITION/DUTIES	
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		Starting Pay	Supervisor's Name
To	Address and Telephone Number	Last Pay	Reason for Leaving
FROM	EMPLOYER	POSITION/DUTIES	
		Starting Pay	Supervisor's Name
To	Address and Telephone Number	Last Pay	Reason for Leaving

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