

# Application For Employment

CARLINVILLE COMMUNITY UNIT  
SCHOOL DISTRICT #1  
829 West Main Street, Carlinville, IL 62626

Carlinville Community Unit School District #1 is an Equal Opportunity Employer, CUSD#1 does not discriminate in employment, and no question on this 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. All applications are retained by Carlinville CUSD#1 for a period of two years. However, to receive active consideration after one year, it is suggested that you update your application annually

Date of Application \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Referral Source:      Advertisement      Employment Agency      Walk-In  
                                 Friend                      Relative                      Other \_\_\_\_\_

Name (Last, First, Middle) \_\_\_\_\_

Street Address \_\_\_\_\_ Telephone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Have you filed an application here before?      Yes              No      If Yes, Date \_\_\_\_\_

Have you been employed here before?              Yes              No      If Yes, Date \_\_\_\_\_

Are you currently employed?              Yes              No      If Yes, may we contact employer? \_\_\_\_\_

If applying for an aide position  
please provide your IEIN #. \_\_\_\_\_ Date available to work \_\_\_\_\_

**References** (List 3 person references who are not related and are not previous employers.)

Name	Address	City	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Education Preparation**

High School \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Name of Institution	College or Other Post-High School Training Dates Attended	Degree/Certificate
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Employment Experience

List your four most recent employers, beginning with your latest.

Employer/Company Name	City/Town	Phone Number	Work Assignment	How Long?

List any other information which would enhance your application for this position.


Are you a Veteran?      Yes      No

In order to be considered for a position, all applicants must complete this section.

- Are you capable of performing all of the essential functions for this job, with or without reasonable accommodations?      Yes      No
- For the purpose 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 documentation to that effect should you be employed.
- Have you ever been “indicated” by the Department of Children and Family Services as a person who engaged in child abuse or neglect under the Illinois Abused and Neglected Child reporting Act, or by any state agency of another state under a similar law?      Yes      No      If yes, list all and explain.
- Do you give Carlinville CUSD#1 Permission to conduct an Illinois Criminal Background Investigation” and Motor Vehicle Report?      Yes      No
- Do you give permission to release information contained in this application to other school districts if Carlinville CUSD#1 does not employ you?      Yes      No

I declare the foregoing, to the best of my knowledge, to be an accurate and complete statement of facts. I understand that the failure to provide requested information or any false statement herein will serve as cause for rejection of the application or, if discovered later, for discharge. I authorize past schools, employers, and person whom I have listed herein as personal references to disclose information about me, including the names of other persons from whom information may be obtained related to my academic and work experience, and my suitability for the position for which I am applying. Furthermore, I understand that my employment is subject to satisfactory replies from references, and I hereby relieve Carlinville CUSD #1 and all references from any and all liability concerning the release of confidential information. Furthermore, I acknowledge that employment is contingent upon and subject to a post offer physical, a background check, and the Illinois Criminal Background Investigation. If accepted for employment, I hereby agree to obey all rules and regulations.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**IF EMPLOYED, THIS APPLICATION BECOMES A PERMANENT PART OF YOUR PERSONNEL FILE.**