

## Instructional Staff Employment Application

Western Community Unit School District #12  
401 McDonough St. Barry, IL 62312  
Tel: 217-335-2323 Fax: 217-335-2211

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

### I. Personal Data:

Last Name	First Name	MI

E-Mail Address	Home Phone	Cell Phone

#### Current Address:

Street	Apt # or PO Box	City	State	Zip

#### Permanent Address:

Street	Apt # or PO Box	City	State	Zip

### II. Position Data:

A. Grade Level(s) desired:

• Pre-K <input type="checkbox"/>	K-3 <input type="checkbox"/>	4-6 <input type="checkbox"/>	7-8 <input type="checkbox"/>	9-12 <input type="checkbox"/>
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B. Specific positions for which you are applying:

1st Choice	
2nd Choice	
3rd Choice	

C. At the secondary level, what subjects are you qualified to teach?

Subject Matter Area _____	Semester Hours Completed _____
Subject Matter Area _____	Semester Hours Completed _____
Subject Matter Area _____	Semester Hours Completed _____

D. What extracurricular activities, e.g., sports, clubs, etc., are you able and willing to coach or sponsor? (not required, but encouraged) \_\_\_\_\_

### III. Certification Data:

A. Do you have a valid teaching certificate from another state? Yes  No

B. Do you have a valid Illinois State Teaching Certificate? Yes  No

C. What type(s) of Illinois teaching certificate(s) do you hold, if any?

<input type="checkbox"/> 02/04 – Early Childhood	<input type="checkbox"/> 10 – Standard Special
<input type="checkbox"/> 03/Standard Elementary	<input type="checkbox"/> 30/Provisional Elementary
<input type="checkbox"/> 09-Standard High School	<input type="checkbox"/> 31-Provisional High School
<input type="checkbox"/> 73/School Service Personnel	<input type="checkbox"/> 39 – Substitute
Other: _____	

D. Are you certified to teach Learning Disabilities ?

Yes  No

E. If you **do not** have a valid Illinois Teaching Certificate, have you applied for one?

Yes  No

F. Have you passed the Illinois Certification Testing System (ICTS) Basic Skills Test and the appropriate ICYS test of subject-matter knowledge?

Yes  No

**IV. Educational and Professional Training:**

College or University	City, State	Degree or Sem. Hrs.	Year	Major(s) or Areas(s) of Concentration	Cumulative GPA

**V. Teaching Experience:** List in chronological sequence (with most recent first) your teaching experience in public and private schools. Show part-time experience as a fraction or a percent in “Years of Service” column.

Employer City, State	Position/Grade Level Subjects if Departmentalized	Inclusive Dates From / To (mm/d/yyyy)	Years of Service


**Total Years:** \_\_\_\_\_

**VI. Student Teaching Experience:**

Grade Level(s)/ Subject Area	Host School City, State	# of Weeks	Supervising Teacher

**VII. Relevant Non-Teaching Experience:** List in chronological order any non-teaching work experience since leaving high school which you believe will contribute to your success as a teacher.

Employer City, State	Position	Description of Duties	Inclusive Dates From / To
,			
,			
,			

**VIII. Activities:** List community and/or school activities, leadership, awards, honors, scholarships, and volunteerism since leaving high school.

**IX. Professional References:** List three professional references that can vouch for your character and qualifications with preference given to principals and supervisors under whom you have most recently worked.

<u>Name</u>	<u>Position</u>	<u>Complete Address</u> <u>No. Street City, State, ZIP</u>	<u>Phone (if known)</u>	<u>E-Mail Address (if known)</u>

**X. Personal Statement:**

To enable us to make the best evaluation of your application and yourself, write no more than 300 words giving us information on your personal and professional qualifications and your promise as a teacher. Use a different sheet of paper.

**XI. File Completion:**

To be given consideration, it is the applicant’s responsibility to have the following information on file at Western Community School District #12.

- A. Letter of Application
- B. Completed Application Form
- C. Official Transcript
- D. Applicant’s Resume (optional)
- E. Copy of Updated Credentials

**READ CAREFULLY BEFORE SIGNING**

I acknowledge and agree to the following provisions as conditions to consideration of my application for employment:

1. I hereby authorize my current and former employers and references to furnish any information about me and about my work experience. I release my current and former employers and references from any and all liability or damages of any nature as a result of providing such information. My current and former employers and references may rely on a signed copy of this release.
2. I understand and consent to having criminal and arrest record checked as well as a background check as a condition of consideration of my application for employment.
3. I certify that the answers given in this application are true and complete to the very best of my knowledge. In the event I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information.

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

If you are invited for an interview, you will be asked to sign a printed copy of this application.

The Western School District does not discriminate on the basis of sex, race, creed, religion, color, national origin or handicap-

- In the recruitment, selection, treatment, and promotion of employees
- In the admission and participation of students in the educational programs or activities
- In vocational opportunities
- In the treatment, counseling, and placement of students

