

# ARGENTA-OREANA CUSD #1

## APPLICATION FOR EMPLOYMENT

District Office  
 500 N Main St., PO Box 440  
 Argenta, IL 62501  
 Phone: 217-795-2313  
 Fax: 217-795-2174

- One  
  Argenta-Oreana High School (217-795-4822)  
 Argenta-Oreana Middle School (217-795-2163)  
 Argenta-Oreana Elementary School (217-468-2412)

**Application Date** \_\_\_\_\_

**Position(s) Applying For** \_\_\_\_\_

**Name** \_\_\_\_\_

\_\_\_\_\_

**Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

\_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_

**Email** \_\_\_\_\_

### Certification Information

(Complete section for teaching and administrative positions)

IL Certification Number	Certification Type	Certification Expiration
Additional Teaching Endorsements		

### Educational Background

	Place Attended	Dates Attended	Diploma/Degree	Special Areas of Study
High School				
College				
College				
Other				
College Major:		College Minor(s):		
Areas of Highly Qualified Certification:				

**Student Teaching Experience**

**(Complete section if applicant for teaching position has less than five years teaching experience)**

Name of School	Address	Phone
Supervising Teacher	Grade Level	Subject/Courses

**Current Employment**

**(Complete section if applying for teaching or administrative position only)**

Name of School	Address	Phone
Principal	Grade Level	Subjects/Courses
Extra-Curricular Assignments		Year Started
<input type="checkbox"/> Check this box if this will be your first teaching position		

**Employment History**

**(All applicants should complete this section. Begin with your most recent position)**

Position/Title	Employer Address & Name & Phone Number of Immediate Supervisor	Length of Employment	Reason for Leaving

**References**

	Name & Address	Position	Phone Number
1.			
2.			
3.			

Please list any "Extra Curricular Activities" you would be interested in directing (where job appropriate):

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## BACKGROUND QUESTIONS

Have you ever been convicted of a criminal offense other than a minor traffic violation? Applicants are not required to disclose sealed or expunged records of conviction or arrest. Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been discharged from any employment or did you ever resign under threat of discharge after being accused of misconduct or poor job performance? Yes \_\_\_\_\_ No \_\_\_\_\_

At any time during the last four years, did you receive any written reprimands or suspensions for alleged misconduct or poor job performance? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever received an overall rating of unsatisfactory (or an equivalent) as the result of a job performance appraisal or evaluation? Have you ever received a rating of unsatisfactory or "needs improvement" (or their equivalent) for any specific categories of performance? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you prevented from being lawfully employed in this country because of Visa or Immigration Status? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there anything that would prevent you from satisfactorily performing the duties of the position for which you are making this application? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been found in any action, by a court or disciplinary board, to have abused or exploited any minor? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answer "Yes" to any of the previous questions, describe the circumstances on a separate sheet of paper, and include with your application.

*Please Note: You are not necessarily precluded from employment because of a criminal record. Consideration will be given to the amount of time since the conviction, employment history since the conviction, the relationship between the type of employment you are being considered for and the crime involved, and any other circumstances or information that would pertain to your employment and the safe and efficient operation of the school district. You will be precluded from employment and/or terminated if you give false or incomplete answers on this application.*

## NOTICE TO APPLICANT

As an equal opportunity employer, Argenta-Oreana CUSD #1 complies with Federal and State laws prohibiting discrimination in employment. Argenta-Oreana CUSD #1 makes all employment-related decisions without regard to race, color, religion, sex, creed, national origin, ancestry, disability, marital or veteran status, sexual orientation, pregnancy, or other unlawful considerations.

I understand that offers of employment are presented on a conditional basis and subject to School Board approval. I understand that I must, if offered employment, submit to sexual offender and criminal background investigations and that an offer of employment is subject to receipt of a criminal background check that does not contain any prohibited offenses as outlined in the Illinois School Code and is otherwise satisfactory to the School District. I further understand that an offer of employment is subject to receipt of positive recommendations/references.

I understand that any offer of employment will be subject to compliance with the identification and employment eligibility requirements imposed by the U.S. Immigration and Naturalization Service and/or the Department of Homeland Security, and the successful completion of a health examination, including a tuberculin test.

I authorize the release to Argenta-Oreana CUSD #1 all high school, college, and other educational records pertaining to my attendance, course work, and other school activities.

I consent to the disclosure of any and all information about me contained in private and government files relevant to this application for employment or relating to my present and former employment history, and I request all former employers, and federal, state, and local government agencies to supply said information to Argenta-Oreana CUSD #1 on its request.

I authorize investigation of all statements contained in this application or made at any stage of this employment process as may be necessary and appropriate in arriving at an employment decision.

I authorize and request my former employers to furnish Argenta-Oreana CUSD #1 with any personnel information requested by it. I release you, my former employers, from any liability that may arise as a result of your providing such information to Argenta-Oreana CUSD #1 and release Argenta-Oreana CUSD #1 and/or its agents for any action taken due to information released by any school, government agency, or former employer.

**I hereby certify that my statements are true and complete to the best of my knowledge. I understand that the giving of false, misleading, or incomplete information, or the omission of relevant information on this application or at any point in the application process is sufficient independent cause, to the extent necessary, to cease further consideration of my application, or, if I am hired, for termination of employment.**

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

NOTE: Unsigned applications will not be processed and applicant will not be considered for employment.

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OFFICE USE ONLY

Interview Date: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Sex Offender Background Check Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reference Check Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken:  Job Offer  Second Interview  Not Recommended  Application on File

Assignment: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_