

Wood River – Hartford Elementary School District 15

EDUCATIONAL SUPPORT PERSONNEL APPLICATION



"Serving Children with Excellence"

501 E. Lorena Avenue
Wood River, Illinois 62095
(618) 254-0607

This School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, ancestor, age, marital status, physical or mental handicap or disability, military status, or unfavorable discharge from military service in the admission, or access to, or treatment or employment in its program and activities. This employer hires only individuals authorized to work under the Immigration Reform and Control Act of 1986. If you require any assistance or accommodation in the application or interview process, please contact the Superintendent's Office at (618) 254-0607.

Name _____ Date _____

Day Phone _____

Present Address _____ Night Phone _____

City _____ State _____ Zip Code _____

Permanent Address _____ Phone _____

City _____ State _____ Zip Code _____

Social Security Number _____

POSITION APPLIED FOR:

1. Check all positions for which you are applying.

<input type="checkbox"/> Secretary	<input type="checkbox"/> Clerk	<input type="checkbox"/> Custodian/Cleaning
<input type="checkbox"/> Teacher Aide	<input type="checkbox"/> Playground	<input type="checkbox"/> Cafeteria Worker
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Bus Monitor	

2. If you checked more than one position above, which job would you prefer?

1st Choice _____ 2nd Choice _____

Have you ever been convicted of or plead guilty to any criminal offenses other than minor traffic offenses?

Yes _____ No _____ If yes, please explain.

Education: (High School, Trade School, College)

Institution	Location	Diploma or Degree	Date Conferred
1. _____			
2. _____			
3. _____			

Work Experience: (Begin with most recent.)

Organization	Location	Dates	Duties	Reason for Leaving
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				

References: (These should be persons qualified to give information to show your fitness for the position you seek. Please include superintendents and principals with whom you have worked.)

Name	Address	Phone #	Occupation
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

Please read and sign

I hereby certify that the information herein is, to the best of my knowledge, true, accurate, and complete. Any misrepresentations or willful omission of facts may be sufficient cause for disqualification of this application or termination of employment.

I hereby authorize Wood River-Hartford School District #15 to forward my name to the Illinois Department of State Police and FBI for the purpose of conducting a criminal background check as required by *the Illinois School Code, Section 10-21.9*, and agree to execute any forms required by said department for such purpose. I understand that the Wood River-Hartford School District#15 may further conduct a check for any indicated reports of child abuse under the *Abused and Neglected Child Reporting Act, 325 ILCS 5/1 et seq.* Furthermore, I hereby indemnify, save, and hold harmless Wood River-Hartford School District #15 and its officers, agents and employees from any claim of liability or damage which may arise from background checks. I understand that an offer of employment, or continued employment if hired, is contingent upon my passing the Illinois State Police, FBI and Child Abuse Registry background checks.

I hereby authorize Wood River-Hartford School District #15 to conduct work history and reference checks to determine my acceptability for employment. Pursuant to the *Illinois Personnel Record Review Act, 820ILCS 40/01 et seq.*, I hereby waive written notice from my current employer and/or any previous employers and authorize them to release information regarding any disciplinary actions taken against me within the past four years. Further, I hereby release the officers, agents, and employees, from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance. I understand and agree that this waiver includes any and all manners of actions that I may now have or may have in the future concerning such disclosures, regardless of their nature. I further understand that if I accept a contract to teach in the Wood River-Hartford School District #15, the factual statements contained in this application and in the references received pursuant to this authorization are to become a part of my permanent records.

Signature of Applicant _____ **Date** _____