

**GRANT PARK COMMUNITY UNIT SCHOOL DISTRICT #6**

421 ESSON FARM RD.  
GRANT PARK, IL 60940  
(815) 465-6013



**Personal information:**

Name: \_\_\_\_\_ Former Name \_\_\_\_\_  
Last First Middle

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

**Position Desired:**

Position for which you are applying: (check one) Paraprofessional \_\_\_\_\_ Bookkeeper \_\_\_\_\_

Bus Driver \_\_\_\_\_ Cafe \_\_\_\_\_ Custodian \_\_\_\_\_ Administrative Assistant \_\_\_\_\_

**Education:**

	Name/Location Of school	Major Course of Study	Did you Graduate?	Degree
High School:			Y N	

College/Univ:			Y N	
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Other:			Y N	
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**Employment History:** (Complete in reverse-chronological order, i.e. last job first, then second to last, etc?)

1. Company/org.: \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_ Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Title and Duties: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Employment History – continued:**

2. Company/Org.                      Address                      Telephone                      Dates Employed  
From:                      To:

\_\_\_\_\_

Title and Duties: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Company/Org.                      Address                      Telephone                      Dates Employed  
From:                      To:

\_\_\_\_\_

Title and Duties: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

4. Company/Org.                      Address                      Telephone                      Dates Employed  
From:                      To:

\_\_\_\_\_

Title and Duties: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Accomplishments, Interests, Skills and Special Training:**

Use the space below to describe any accomplishments, interest, skills, aptitudes and/or special training that you possess which you feel adds to your qualifications. You may wish to include participation in civic, professional and/or community activities:

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

**References:**

Please list names, addresses and phone numbers of at least two personal references.

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Position \_\_\_\_\_

**Work Authorization**

Are you legally able to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

**Background**

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a Violation of law other than a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain

Have you ever had a professional certificate revoked or suspended? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain

Have you ever been convicted of any offense for physical or sexual abuse of a child? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain

Have you ever had a charge of child abuse against you substantiated? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain

Have you ever had a professional license revoked or suspended? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain

**DISCLAIMERS AND AFFIRMATION**

*District Policy*

**The School District does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School’s compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.**

*Application Confirmation Statement*

**I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for the school officials to obtain a**

personal record check from the federal, state, country, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I may be required to take a drug test, physical exam, and fingerprinted/background check prior to assuming any position for which I may be employed. In the event that 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 the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

*I agree to the terms above*

Yes\_\_\_\_\_

No\_\_\_\_\_

Date\_\_\_\_\_Signature\_\_\_\_\_