

# WARRENSBURG-LATHAM COMMUNITY UNIT SCHOOL DISTRICT #11

430 W North Street

WARRENSBURG, IL 62573

(217) 672-3514 FAX (217) 672-8468

## APPLICATION FOR NON-CERTIFIED PUBLIC SCHOOL EMPLOYMENT

Application available on the website - <http://www.wl.k12.il.us>

Warrensburg-Latham CUSD#11 is an Equal Opportunity Employer and complies with all State and Federal regulations regarding employment practices.

APPLICANT INFORMATION													
Last Name			First			M.I.		Date					
Street Address					Apartment/Unit #								
City				State		ZIP							
Phone				E-mail Address									
Date Available			Social Security No.										
Position(s) Applied For													
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Have you ever been dismissed or asked to resign from any position?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain						
Have you ever been convicted of any crime other than a minor traffic violation, or that would preclude you from working with/around children or adults? YES <input type="checkbox"/> If yes, explain below NO <input type="checkbox"/>													
POSITION INTERESTS (Check all that apply)													
<input type="checkbox"/> FOOD SERVICE		<input type="checkbox"/> TRANSPORTATION/BUS DRIVER			<input type="checkbox"/> CUSTODIAL			<input type="checkbox"/> MAINTENANCE					
<input type="checkbox"/> ADMINISTRATIVE ASSISTANT			<input type="checkbox"/> AIDE/PARAPROFESSIONAL			<input type="checkbox"/> OTHER _____							
<b>PLEASE LIST YOUR PREFERENCES:</b>													
1 <sup>ST</sup> PREFERENCE _____					2 <sup>ND</sup> PREFERENCE _____								
3 <sup>RD</sup> PREFERENCE _____													
EDUCATION													
High School				Address									
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
College				Address									
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
Other				Address									
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
IEIN, if applying for an aide/paraprofessional position													

**PREVIOUS EMPLOYMENT**

Company		Phone
Address		Supervisor
Job Title		Responsibilities
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company		Phone
Address		Supervisor
Job Title		Responsibilities
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company		Phone
Address		Supervisor
Job Title		Responsibilities
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**REFERENCES**

Please list three professional references.

Name of reference #1		Phone	
How do you know reference #1			
Name of reference #2		Phone	
How do you know reference #2			
Name of reference #3		Phone	
How do you know reference #3			
Date available for interview			
Date available for employment			

**COMPLETE THIS SECTION ONLY IF APPLYING FOR A CUSTODIAL, MAINTENANCE, OR TRANSPORTATION POSITION.**

Can you work standing on a ladder or scaffold?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you lift 100 pounds?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you operate or have experience with floor buffers, mowers, or similar equipment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please list any other special skill area(s):		
What classification(s) of valid IL Driver's License do you hold?		

**COMPLETE THIS SECTION ONLY IF APPLYING FOR A CLERICAL POSITION.**

Check all of the programs you have used and your knowledge and comfort level of each.

	Expert level (can help others)	Proficient	Not familiar
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Google Docs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Google Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Database(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other			

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date