



WHITESIDE SCHOOL DISTRICT NO. 115

111 Warrior Way  
Belleville, Illinois 62221

Telephone 618 239-0000

Fax 618 239-9240

**APPLICATION FOR EMPLOYMENT**

*Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition, handicap, or disability. In compliance with the Immigration Reform and Control Act of 1986, Whiteside School District 115 intends to hire only individuals authorized to work in the U.S.*

Today's Date: \_\_\_\_\_ If Certified: \_\_\_\_\_  
Type Certification Endorsements

Last Name		First Name		Middle Name	
Address		City		State	
Area Code		Telephone Number		Social Security Number	
Zip		Position Applied For		Date Available	

**Education and Training (May exclude if in resume')**

School	Dates Attended	Name and Address	Graduation Date	Degree/Diploma
High School				
College/ University				
Special Schools				

Have you ever been convicted of or pleaded guilty to a felony or other crime? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

*Pursuant to PA 93-211§5, you are not required to disclose sealed or expunged records of conviction or arrest.*

Have you ever been dismissed, asked to resign, or failed to be reappointed to a position? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where and why? \_\_\_\_\_

All applications for teacher or teacher aide must be accompanied by college placement file and transcript.  
A letter of application for a specific position will assist us in forwarding your application to the appropriate person.

Do you have any relative currently employed with Whiteside School District 115? \_\_\_\_\_

If yes, please provide name and relation: \_\_\_\_\_

**Employment Record (May exclude if in resume')**

Name, Telephone Number of Last Supervisor	Name of Employer Complete Address and Telephone Number	Title/Position and Brief Description	Employment	
			From M/D/Y	To M/D/Y

**Professional References (May exclude if in resume')**

Name	Address	Telephone

I certify that the information on this application is true and complete. I understand that before being employed, I must pass a physical examination and/or T.B. test approved by Whiteside School District 115. I authorize Whiteside School to make any investigation necessary to verify the information appearing on this application, as well as an investigation of my character and reputation, and any information pertinent to my employment qualifications. I authorize all former employers and other persons to give any information they have regarding me, or my employment with them, and I release them and their companies from any liability for damages resulting therefrom. I understand that any false or misleading statements made by me on this application may prevent my employment or may be cause for dismissal if hired and may constitute a Class A misdemeanor. I understand that I am required to abide by all rules and regulations of Whiteside School District 115.

Further, as a condition of employment, I agree to comply with state and federal laws which require a state criminal background investigation, proof of eligibility to work in the United States, and knowledge of and adherence to Illinois statues involving child abuse and neglect.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Describe your computer expertise, if any: \_\_\_\_\_

List personal computer experience: IBM \_\_\_\_\_ Mac \_\_\_\_\_ Other \_\_\_\_\_

List software programs you use and level of expertise:

Word Processing: \_\_\_\_\_

Database: \_\_\_\_\_

Spreadsheet: \_\_\_\_\_

Budget/Accounting/Student Management: \_\_\_\_\_

Electronic Grade Books: \_\_\_\_\_

*(Please complete all that apply)*

**COMPLETE FOR TEACHER/TEACHER AIDE POSITIONS**

Do you hold a valid Illinois Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_ Type(s) \_\_\_\_\_

If yes, please attach copy (both sides). Is your certificate registered for this school year? Yes \_\_\_\_\_ No \_\_\_\_\_

County and state where registered: \_\_\_\_\_

Major \_\_\_\_\_ No. Hours \_\_\_\_\_ Minor \_\_\_\_\_ No. Hours \_\_\_\_\_

Where did you student teach? \_\_\_\_\_ Level/Subject \_\_\_\_\_ Year \_\_\_\_\_

Grade Level Preferred: \_\_\_\_\_ List special talents or skills: \_\_\_\_\_

Can/will you teach music? \_\_\_\_\_ art? \_\_\_\_\_ computers? \_\_\_\_\_ in self-contained classrooms?

What extra-class activities including intramurals and/or interscholastic athletics would you be willing to direct? \_\_\_\_\_

Are you willing to work as a substitute teacher? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to work as an instructional assistant/teacher aide? Yes \_\_\_\_\_ No \_\_\_\_\_

If you do not have a degree, how many semester hours of college training do you have? \_\_\_\_\_

Special interests or talents: \_\_\_\_\_

Preferred subject or grade level(s): \_\_\_\_\_

**COMPLETE FOR MAINTENANCE**

State special skill area(s):  
\_\_\_\_\_

Can you work standing on a ladder or scaffold? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you do small maintenance repair jobs? Yes \_\_\_ No \_\_\_ Will you do them? Yes \_\_\_ No \_\_\_

Will you sweep floors, shovel snow, wash furniture and windows, cut grass, etc.? Yes \_\_\_ No \_\_\_

Can you lift 100 pounds? Yes \_\_\_\_\_ No \_\_\_\_\_ Will you work evening hours? Yes \_\_\_\_\_ No \_\_\_\_\_

**COMPLETE FOR CLERICAL POSITION**

How many words per minute do you type? \_\_\_\_\_

Do you take shorthand and, if so, how many words per minute? \_\_\_\_\_

Are you willing to work overtime, as needed? Yes \_\_\_\_\_ No \_\_\_\_\_

List personal computer experience: IBM \_\_\_\_\_ Mac \_\_\_\_\_ Other \_\_\_\_\_

Are you willing to cover the nurse's office, as needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Dispense medicine? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any first-aid or healthcare experience? Yes \_\_\_\_\_ No \_\_\_\_\_

**COMPLETE FOR KITCHEN POSITION**

Are you able to be on your feet for several hours at a time? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to lift heavy pans - sometimes 50 pounds? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to do clean up including washing several hundred dishes and/or cleaning ovens, etc.?

Yes \_\_\_\_\_ No \_\_\_\_\_

