

# Pecatonica Community Unit School District No. 321

1300 Main Street  
P.O. Box 419  
Pecatonica, IL 61063  
Phone: 815.239.5300 Fax: 815.239.2125

## EMPLOYMENT APPLICATION

**PERSONAL INFORMATION:**

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

Present Address: \_\_\_\_\_  
Street
City
State
Zip

Telephone: \_\_\_\_\_  
Home
Cell
Work

Email: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Employment Interest: Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

**Availability of Accommodation**

If you require any assistance or accommodation in the application or interview process, please contact Lisa Rosenkrans at 815-239-1639.

Teaching Certification, if applicable to position applied for:

\_\_\_\_\_ None      \_\_\_\_\_ Valid Illinois Teaching License – Expires: \_\_\_\_\_  
Month/Year

Areas of Certification and Endorsements:

\_\_\_\_\_

A copy of your certificate must be enclosed and must have valid effective dates.

**EDUCATIONAL BACKGROUND:**

	School or Institution	Location City/State	Major/Minor	Diplomas, Degrees or Credits Earned
High School				
College/University				
College/University				
Graduate Study				
Graduate Study				

**EMPLOYMENT REFERENCES/HISTORY:**

Name of Employer:	Address:		Phone Number:	
Supervisor's Name:	Dates Employed:	Full Time:	Part Time:	Salary:
Description of Duties:				
Reason For Leaving:				

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Supervisor's Name:	Dates Employed:	Full Time:	Part Time:	Salary:
Description of Duties:				
Reason For Leaving:				

Name of Employer:	Address:		Phone Number:	
Supervisor's Name:	Dates Employed:	Full Time:	Part Time:	Salary:
Description of Duties:				
Reason For Leaving:				

**REFERENCES:** List four unrelated persons who are familiar with your character.

Name	Address	Telephone	Position
1.			
2.			
3.			
4.			

**CRIMINAL BACKGROUND**

Pursuant to the *Illinois Criminal Identification Act*, *Illinois Human Rights Act* and *Illinois Juvenile Court Act*, you are not obligated to disclose an arrest, conviction or criminal history record information ordered impounded, sealed or expunged. You are not obligated to disclose expunged juvenile records of conviction or arrest.

Have you ever been convicted of a crime (not including minor traffic offenses)? Do not report any convictions for which the records have been impounded, sealed or expunged. (Conviction will not necessarily disqualify you for employment.) If yes, please note the date and place of each offense, the specific charge, the date and place of conviction, the fine or sentence received, or the diversion program entered. You may omit any offense for which the only punishment imposed was a fine of less than \$100. Any offense for which you were convicted for which the punishment was a fine in excess of \$100, which required serving jail or prison sentence, or which required probation, **MUST** be reported. Yes \_\_\_ No \_\_\_  
If yes, please explain.

Does your name appear on any Sex Offender Database and/or Child Murderer and Violent Offender Against Youth Database in any state or county? Yes \_\_\_ No \_\_\_  
If yes, please explain.

Have you ever had any indicated finding of child abuse filed in your name? Yes \_\_\_ No \_\_\_  
If yes, please explain:

**GENERAL INFORMATION:**

	Yes	No
Can you, after being hired, verify your legal right to work in the United States?		
Have you ever been dismissed from employment, teaching or otherwise, or resigned in lieu of being dismissed for inefficiency, delinquency or misconduct? If "yes", please explain below.*		
Have you ever had a certificate or license revoked or suspended? If "yes", please explain below.*		
*Remarks/Explanations:		

After a conditional offer of employment is made, but prior to the commencement of duties, all applicants for employment are required to submit to a physical examination to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis.

## AGREEMENT AND AUTHORIZATION

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. Any misrepresentations or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. I understand that if I am applying for employment as a teacher, principal, superintendent or other certificated position, and I fail to provide requested employment or employer history which is material to my qualifications for employment or I make statements that I do not believe to be true, I may also be found guilty of committing a Class A misdemeanor. I understand that Pecatonica Community Unit School District No. 321 will verify the information in this Application and that any misrepresentations may lead to the withdrawal of any offer of employment or termination of employment if an employment relationship has begun. I understand that this application and records provided become the property of Pecatonica Community Unit School District No. 321.

I hereby authorize Pecatonica Community Unit School District No. 321 to forward my name to the Illinois Department of State Police for the purpose of conducting a fingerprint-based criminal history records check as required by Section 10-21.9 of the *School Code*, 105 ILCS 5/10-21.9, and agree to execute any forms and submit to fingerprinting as required for such purpose. I understand that the Illinois Department of State Police will conduct a fingerprint-based criminal history records check to ascertain whether I have been convicted of any of the enumerated criminal or drug offenses in subsection (c) of Section 10.21.9 of the *School Code*, or have been convicted, within 7 years of my application for employment with Pecatonica Community Unit School District No. 321, of any other felony under the laws of Illinois or of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as a felony under the laws of this Illinois. I understand that Pecatonica Community Unit School District No. 321 may further conduct a check for any indicated reports of child abuse pursuant to the *Abused and Neglected Child Reporting Act*, 325 ILCS 5/1 *et seq.* I further understand that Pecatonica Community Unit School District No. 321 will perform a check of the Statewide Sex Offender Database and the Statewide Child Murderer and Violent Offender Against Youth Database, as required by Section 10-21.9 of the *School Code*.

I understand that my social security number may be requested to comply with the Illinois Department of State Police criminal history check and/or the background check performed pursuant to the *Abused and Neglected Child Reporting Act*. Furthermore, I hereby covenant not to sue and release, waive, indemnify, save, and hold harmless Pecatonica Community Unit School District No. 321, Winnebago and Stephenson Counties, Illinois, and its officers, board members, agents, employees and directors from any claim of liability or damage which may arise from the proceedings of the Illinois Department of State Police or Department of Children and Family Services in conjunction with the above background investigations. I understand that an offer of employment, or continued employment if hired, is contingent upon my passing the Illinois Department of State Police and Child Abuse Registry background investigations.

I hereby authorize Pecatonica Community Unit School District No. 321 to conduct work history and reference checks, including information obtained through personal interviews with persons named as employers and references, to determine my acceptability for employment. Pursuant to the *Illinois Personnel Record Review Act*, 820 ILCS 40/7, I hereby waive written notice from my current employer and any previous employers and authorize

them to release information regarding my employment history, including any disciplinary actions taken against me with the past four years. Further, I hereby release and hold harmless the officers, board members, agents, employees, and directors of each of my past employers and Pecatonica Community Unit School District No. 321, its officers, board members, agents, employees, and directors 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 in the future have concerning such disclosures, regardless of their nature.

I understand that pursuant to Section 12 of the *Illinois Criminal Identification Act*, 20 ILCS 2630/12, and Section 12 of the *Illinois Human Rights Act*, 775 ILCS 5/2-103, that I am not obligated to disclose arrest or criminal history record information ordered expunged, sealed or impounded under Section 5 of the *Illinois Criminal Identification Act*. Additionally, I understand that pursuant to Section 5/915, subsection 8(a) of the *Illinois Juvenile Court Act*, that I am not obligated to disclose expunged juvenile records of conviction or arrest. I further understand that my authorizations and releases as set forth in this application are not intended to allow disclosure of any records that have been expunged, sealed, or impounded.

I understand that an offer of employment (or the opportunity to continue my employment if I am hired before these requirements are fully satisfied) is contingent upon my passing the Illinois Department of State Police and Child Abuse Registry background investigations and submitting the required Form I9, including evidence of identity and work authorization, the health and medical examination forms, including TB test results, and any other forms required by Pecatonica Community Unit School District No. 321, or by state or federal law. I further understand that if I am offered a position of employment, I will be required to abide by the policies, rules and regulations of Pecatonica Community Unit School District No. 321, either as those policies, rules and regulations now exist, or as they may be subsequently amended or altered.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**NOTICE OF EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Pecatonica Community Unit School District No. 321 to comply with all federal and state employment laws. Pecatonica Community Unit School District No. 321 is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, citizenship status, arrest record, marital status, physical or mental handicap or disability, military status, unfavorable discharge from military service, being a victim of domestic or sexual violence, or any other unlawful basis in the hiring, promotion, firing, pay or privileges of employment.