

INSTRUCTIONAL STAFF EMPLOYMENT APPLICATION

Macomb Community Unit School District #185
323 West Washington St., Macomb, IL 61455
Tel: 309.833.4161 Fax: 309.836.2133

Date _____

I. PERSONAL DATA

Name _____
Last First Middle Social Security #

Email address: _____

Present Address _____

City State Zip Telephone #

Permanent Address _____

City State Zip Telephone #

II. POSITION DESIRED

_____ in the _____
(Indicate Grades or Subject) (Primary) (Intermediate) (Sr. High)

List any extracurricular activities you are qualified and willing to coach or direct:

III. CERTIFICATION

Do you hold a current Illinois Certificate? _____ Certification in other states? _____

Is so, list: Type of Certificate _____

Grade Level(s) _____

Subject(s) Approved _____

If you do not hold an Illinois certificate, please contact the Regional Superintendent's Office in the county in which you are applying. This district does not assume any responsibility for your certification. All contracts require a valid Illinois teaching certificate for the grade level and subjects being taught before any salary is paid.

IV. **EDUCATIONAL AND PROFESSIONAL PREPARATION**

A transcript of your college credits is required. For application purposes, it may be a copy of an official transcript.

Name of School and Location (Indicate High School, College, Graduate Work, and Summer Schools in order taken)	Semester Hours Credit	Diploma or Degree	Major Subject and Semester Hours Credit	Minor Subject and Semester Hours Credit

College Major(s) _____ G.P.A. _____ College Minor (s) _____ G.P.A. _____
 _____ G.P.A. _____ _____ G.P.A. _____

V. **EXPERIENCE**

Student Teaching: Name of School and Location:	Grades or Subjects Taught	Total Hours Per Week	Number of Weeks	Semester Hours Credit

Teaching: Name of School and Address (Including Vista, National, Teaching Corps, Peace Corps)	Dates of Employment (Full or Part time)	Nature of Work Specify Grades and Subjects, Extracurricular Work Handled

Non Teaching: Location	Dates of Employment	Nature of Work

VI. **PROFESSIONAL DATA**

Are you presently under contract? _____ Until when? _____

What are your reasons for wishing to change from your position? _____

What special reasons do you have for wishing to teach in Macomb? _____

If not employed at present, why did you leave your last position? _____

Have you ever been dismissed or asked to resign? _____

Where? _____ If so, state reasons _____

A physical examination is required at time of employment.

Date of last physical _____

VII. **REFERENCES**

Since placement office credentials are not always complete or up-to-date, the school district also needs the names of persons qualified to provide information regarding your qualifications for the position you seek. Include especially persons who have personal knowledge of your teaching ability, i.e., supervising teacher, college supervisor, principal, superintendent, or others who have supervised your teaching.

Name	Address	Vocation and Title	Relation to your Work

Have you ever been convicted of a crime other than a minor traffic violation? If so, state the offense for which you were convicted, date the conviction was rendered, and the sentence imposed.

VIII. **PERSONAL STATEMENT**

To enable us to make the best evaluation of your application and yourself, write no more than 300 words giving us information on your personal and professional qualifications and your promise as a teacher. Use an additional sheet if necessary.

IX. **FILE COMPLETION**

To be given consideration, it is the applicant's responsibility to have the following information on file in the Macomb Community Unit District #185 Administrative Center.

- A. Letter of Application
- B. Completed Application Form
- C. Official Transcript
- D. Applicant's Resume (optional)
- E. Copy of updated Credentials

I hereby certify, under penalty of immediate dismissal, that all of the foregoing statements are true and correct.

Signature of Applicant _____ Date _____

I hereby waive written notice from my current employer and/or any previous employers, as provided by Section 7 of Illinois Public Act 83-2204, and authorize them to release information regarding my employment during the last four years.

Signature of Applicant _____

This application will remain on file for one year from the date of the application.
The Macomb Community Unit School District #185 is "An Equal Opportunity-Affirmative Action Employer."