

APPLICATION FOR NON CERTIFIED  
EMPLOYMENT  
TUSCOLA CUSD #301

Superintendent  
409 South Prairie Street  
Tuscola, IL 61953  
phone 217.253.4241  
fax 217.253.4522



Tuscola High School  
East Prairie Middle School  
North Ward Grade School

**Application Date** \_\_\_\_\_

**Position(s) Applying For** \_\_\_\_\_

**Name** \_\_\_\_\_

\_\_\_\_\_

**Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

\_\_\_\_\_

**Cell Phone** \_\_\_\_\_

\_\_\_\_\_

**Email** \_\_\_\_\_

**Position**

Position(s) for which you are applying: \_\_\_\_\_

Skills you possess pertaining to the position(s) for which you are applying: \_\_\_\_\_

\_\_\_\_\_

**Educational Background**

	Place Attended	Dates Attended	Diploma/Degree	Special Areas of Study
High School				
College				
Business/ Trade Schools				

Additional Training:

**Current Employment**

Name of Employer	Address	Phone
Supervisor	Position/Responsibilities:	

**Employment History**  
(begin with most recent position)

Position/Title	Employer Address & Phone Number	Length of Employment ( <b>give exact dates</b> )	Reason for Leaving

**References**

	Name & Address	Position	Phone Number
1.			
2.			
3.			

**BACKGROUND QUESTIONS**

Have you ever been convicted of a criminal offense other than a minor traffic violation? Applicants are not required to disclose sealed or expunged records of conviction or arrest. Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been discharged from any employment or did you ever resign under threat of discharge after being accused of misconduct or poor job performance? Yes \_\_\_\_\_ No \_\_\_\_\_

At any time during the last four years, did you receive any written reprimands or suspensions for alleged misconduct or poor job performance? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever received an overall rating of unsatisfactory (or an equivalent) as the result of a job performance appraisal or evaluation? Have you ever received a rating of unsatisfactory or "needs improvement" (or their equivalent) for any specific categories of performance? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answer "Yes" to any of the previous questions, describe the circumstances on a separate sheet of paper, and include with your application.

*Please Note: You are not necessarily precluded from employment because of a criminal record. Consideration will be given to the amount of time since the conviction, employment history since the conviction, the relationship between the type of employment you are being considered for and the crime involved and any other circumstances or information that would pertain to your employment and the safe and efficient operation of the school district. You will be precluded from employment and/or terminated if you give false or incomplete answers on this application.*

**NOTICE TO APPLICANT**

As an equal opportunity employer, Tuscola CUSD #301 complies with Federal and State laws prohibiting discrimination in employment. Tuscola CUSD #301 makes all employment-related decisions without regard to race, color, religion, sex, creed, national origin, ancestry, disability, marital or veteran status, sexual orientation, pregnancy, or other unlawful considerations.

I understand that I must, if offered employment, submit to a criminal background investigation and that an offer of employment is subject to receipt of a criminal background check that does not contain any prohibited offenses as outlined in the Illinois School Code and is otherwise satisfactory to the School District. I further understand that an offer of employment is subject to receipt of positive recommendations/references.

I understand that any offer of employment will be subject to compliance with the identification and employment eligibility requirements imposed by the U. S. Immigration and Naturalization Service and/or the Department of Homeland Security, and the successful completion of a health examination, including a tuberculin test.

I authorize the release to the District of all high school, college and other educational records pertaining to my attendance, course work and other school activities.

I consent to the disclosure of any and all information about me contained in private and government files relevant to this application for employment or relating to my present and former employment history, and I request all former employers, and federal, state and local government agencies to supply said information to Tuscola CUSD #301 on its request.

I authorize investigation of all statements contained in this application or made at any stage of this employment process as may be necessary or appropriate in arriving at an employment decision.

I authorize and request my former employers to furnish Tuscola CUSD #301 with any personnel information requested by it. I release you, my former employers, from any liability that may arise as a result of your providing such information to Tuscola CUSD #301 and release Tuscola CUSD #301 and/or its agents for any action taken due to information released by any school, government agency or former employer.

I hereby certify that my statements in this application are true and complete to the best of my knowledge. I understand that the giving of false, misleading, or incomplete information, or the omission of relevant information on this application or at any point in the application process is sufficient independent cause, to the extent necessary, to cease further consideration of my application, or, if I am hired, for termination of employment.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**OFFICE USE ONLY**

Interview Date: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Background Check Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Reference Check Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Action Taken:  Job Offer  Second Interview  Not Recommended  Application on File

Assignment: \_\_\_\_\_

Salary Placement: \_\_\_\_\_

Extra-Assignments: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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