



Regional Office of Education # 12

Serving the students and educational professionals of Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois

Jeremy Brush - Regional Superintendent

APPLICATION FOR EMPLOYMENT

Personal Information

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number _____ Position for Which You Are Applying _____

Education

High School _____
Name and Location of School Major/Minor Did You Graduate? Yrs Completed

College/Univ _____
Name and Location of School Major/Minor Did You Graduate? Yrs Completed

College/Univ _____
Name and Location of School Major/Minor Did You Graduate? Yrs Completed

Special Skills/Training

List any accomplishments, interests, skills, aptitudes, and/or special training that you possess which you feel adds to your qualifications for the position.

Employment History

List most recent experiences first

Employer 1 _____
Company Address Position Supervisor Dates of Employment

Employer 2 _____
Company Address Position Supervisor Dates of Employment

Employer 3 _____
Company Address Position Supervisor Dates of Employment

Employer 4 _____
Company Address Position Supervisor Dates of Employment

ROE 12 APPLICATION FOR EMPLOYMENT

References

Reference 1	Name	Position	Address	Phone Number
Reference 2	Name	Position	Address	Phone Number
Reference 3	Name	Position	Address	Phone Number
Reference 4	Name	Position	Address	Phone Number

If selected for employment, when would you be able to start work? _____

Legal Questions

Pursuant to PA 93-211, applicants are hereby notified that they are not obligated to disclose sealed or expunged records of a conviction or an arrest.

After reviewing the job description, are you capable of performing all of the duties of the essential elements for this job, with or without reasonable accommodations? Yes No

Have you ever been convicted of a felony? If yes, attach an explanation. Yes No

Have you ever been terminated from employment (other than layoff or reduction in force), asked to resign employment or threatened with termination of employment if you did not resign due to allegations of poor performance or misconduct? Yes No

For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No

Equal Opportunity Statement

Applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, national origin, disability, gender, sexual orientation, age, or participation or membership in a labor organization, except as permitted by law.

Applicant's Statement and Assurances

I certify that the information given herein is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment and authorize past employers and references to release information to a State Police investigation and background check as required by law. **Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.**

This application will be considered active for nine months. Any applicant wishing to be considered for employment beyond that time period should reapply if applications are being accepted at that time.

In the event of employment, I understand that false or misleading information given in this application, interviews, resume, or credentials may result in discharge. I further understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date