



**REGIONAL OFFICE OF EDUCATION
BOONE-WINNEBAGO COUNTIES**

MR. SCOTT BLOOMQUIST, *Regional Superintendent of Schools*
 MRS. ALLISON PIERSON, *Assistant Regional Superintendent*
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 www.roe4.org

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Position(s) Applied For	Date of Application
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Walk-In
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
	Zip code	
Telephone Number	Cell Phone	Email Address

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No If yes, give date _____

Have you ever been employed with us before?

Yes No If yes, give date _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you available to work:

Full Time Part Time Shift Work Temporary

On what date would you be available for work? _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? *Proof of citizenship or immigration status will be required upon employment.*

Yes No

Are you currently on "lay-off" status and subject to recall?

Can you travel if a job requires it?

Yes

No

Yes

No

Have you been convicted of a felony within the last 7 years?

Yes

No

(Conviction will not necessarily disqualify an applicant from employment.) If Yes, Please explain below.

Education

	High School	Undergraduate College/University	Graduate/Professiona l
School Name and Location			
Diploma/Degree	9 10 11 12	1 2 3 4	1 2 3 4
Describe Course of Study (for highest level of education)			
Describe any specialized training, apprenticeship, skills and extra-curricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			

References- Give name, address and telephone number of three references

1. _____
2. _____
3. _____

Indicate any foreign languages you can speak, read, and/or write _____

- Fluent Good Fair

Have you ever had any job-related training in the United States Military?

- Yes No

If Yes, Please describe

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

- Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You

<u>Employer</u>		<u>Dates Employed</u>		<u>Work Performed</u>
		<u>From</u>	<u>To</u>	
<u>Address</u>				
<u>Telephone Number(s)</u>				
<u>Job Title</u>	<u>Supervisor</u>			
<u>Reason for Leaving</u>				

may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

<u>Employer</u>		<u>Dates Employed</u>		<u>Work Performed</u>
		<u>From</u>	<u>To</u>	
<u>Address</u>				
<u>Telephone Number(s)</u>				
<u>Job Title</u>	<u>Supervisor</u>			
<u>Reason for Leaving</u>				

<u>Employer</u>		<u>Dates Employed</u>		<u>Work Performed</u>
		<u>From</u>	<u>To</u>	
<u>Address</u>				
<u>Telephone Number(s)</u>				
<u>Job Title</u>	<u>Supervisor</u>			

Reason for Leaving			
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If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days.

Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationship with this Company is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT ONLY

Arrange Interview

Yes No

Remarks _____

_____ **Interviewer** **Date**

Employed

Yes No

Date of Employment _____ **Hourly Rate/Salary** _____

Job Title _____ **Department** _____

By _____ **Date** _____

Notes: _____

