

# REED-CUSTER COMMUNITY UNIT SCHOOL DISTRICT 255U

## EMPLOYMENT APPLICATION

### CERTIFIED STAFF

Thank you for your interest in working for Reed-Custer Community Unit School District 255U. Please complete the attached application form and return it to the Administration Center at 255 Comet Drive, Braidwood, Illinois 60408.

The Board of Education wishes to assure all applicants that their application will be received and treated fairly.\* The district is an equal opportunity employer and treats all applicants equally without regard to race, color, national origin, age, gender, religion or disability.

In order to be assured that you understand the employment procedures, please read the following:

1. Applications will be taken when a position has been approved by the Board of Education, posted in District buildings and/or advertised in area newspapers.
2. Only fully completed applications which are delivered by the advertised cut-off date will be considered.
3. Applications will be held in an inactive file for 2 years but will not be placed back into an active file for an approved position unless the District receives a written request to have an application pulled and be considered for a newly advertised position.
4. If you are interested in more than one position, please complete a separate application for each position.

If you have any questions regarding the position you are applying for or about the application procedures, please direct calls to the Superintendent's Office at 458-2307, Ext. 1 or the building principal.

**Please note:** New employees must consent to a criminal background investigation.

\* According to Board policy (500.01), immediate family relatives (mother, father, son, daughter, sister, brother, husband, wife, grandchildren, grandparents, aunts, uncles, legal guardians, corresponding inlaws) of members of the School Board and district employees will not be employed in any full or parttime regular employment position except in cases of emergency when approved by a majority of the School Board.

REED-CUSTER SCHOOL DISTRICT 255U  
255 COMET DRIVE  
BRAIDWOOD, IL 60408

**CERTIFIED STAFF EMPLOYEE APPLICATION**

Name: \_\_\_\_\_

Applying for the Position of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(List grades or subject areas in order of preference)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

Send to:

Superintendent, Reed-Custer Unit District 255U  
255 Comet Drive  
Braidwood, IL 60408

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(815) 458-2307, Ext. 1  
Fax: 815/458-4106

1. Name \_\_\_\_\_  
Last First Middle

2. Present Address \_\_\_\_\_  
(Street)

3. \_\_\_\_\_  
City State Zip Code

4. \_\_\_\_\_  
Social Security Number ( ) Telephone

5. How long have you resided at your current address? \_\_\_\_\_ Years

6. Permanent Address \_\_\_\_\_ Tel. No. \_\_\_\_\_  
(If different than above) (Street) (City) (State) (Zip Code)

7. Present Employer \_\_\_\_\_ City \_\_\_\_\_

8. How long have you worked for your current employer? \_\_\_\_\_ Years-Contract Status: \_\_\_\_\_ Tenured \_\_\_\_\_ Nontenured

9. Are you currently under contract? \_\_\_\_\_ Date of expiration \_\_\_\_\_ Present Salary \_\_\_\_\_

10. Have you ever failed to be reappointed to a position? \_\_\_\_\_ No \_\_\_\_\_ Yes If yes, explain \_\_\_\_\_

11. When will you be available for employment? \_\_\_\_\_

12. For what position, grades or subjects (in order of preference) do you wish to apply? \_\_\_\_\_

13. Does your certificate qualify you to teach in the field for which the application is made? \_\_\_\_\_ Yes \_\_\_\_\_ No

14. Underscore any of the following which you are able to direct or coach successfully: Speech, School Plays, Band, Clubs, Wrestling, Football, Basketball, Baseball, Track, Soccer, Softball, Volleyball, Chorus, General Music, Art.

List Others \_\_\_\_\_

15. Are you related to any employee or school board member? \_\_\_\_\_ Yes \_\_\_\_\_ No

A. If you answered 'yes' to whom are you related? \_\_\_\_\_

16. If you hold an Illinois Teacher Certificate give:

Type \_\_\_\_\_ Number \_\_\_\_\_

Type \_\_\_\_\_ Number \_\_\_\_\_

Type \_\_\_\_\_ Number \_\_\_\_\_

Indicate below whether courses were taken for undergraduate or graduate credit.  
 Attach an extra sheet of paper if necessary.

Major Subject and Semester Hours of Credit

Courses	U	G	Sem* Hrs.
Total Semester Hours in Major Subject			

Minor Subject and Semester Hours of Credit

Courses	U	G	Sem* Hrs.
Total Semester Hours in Minor Subject			

\* Convert quarter hours into semester hours by multiplying the quarter hours by 2/3

**Undergraduate Major** \_\_\_\_\_ **Undergraduate** grade point average in **major** subject \_\_\_\_\_

**Graduate Major** \_\_\_\_\_ **Graduate** grade point average in **major** subject \_\_\_\_\_

List scholarships, honors, or other distinctions your received in high school or college \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What special training have you had in the following areas?

1. Reading \_\_\_\_\_
2. Mathematics \_\_\_\_\_
3. Social Studies \_\_\_\_\_
4. Language Arts \_\_\_\_\_
5. Writing \_\_\_\_\_
6. Science \_\_\_\_\_
7. Other \_\_\_\_\_

**References other than in your professional credentials**

Name	Position	Address and Phone #

**WORK EXPERIENCE IN EDUCATION:** List all positions held **starting with most recent.** Add a sheet if necessary

Inclusive Dates From To	School & Location	Nature of Work Subject/Grade	Status FT/PT/S*	Name of Principal or Supervisor & Phone#	Reason for Leaving

\*Fulltime, Parttime or Substitute

**CANDIDATE'S STATEMENT:**

**Each candidate is required to provide a handwritten statement highlighting additional information that will assist the district in evaluating the candidate's qualifications (i.e., personal qualities, educational philosophy, future goals, awards, travel, involvement in community activities, etc.). Statements should be limited to one page.**

- Add by letter any information that will give us a more complete profile of your training, experience, character and ability.
- Please have your college placement office send us a set of YOUR CREDENTIALS AT ONCE.
- A copy of your official transcripts and credentials must be sent to the Superintendent.
- A personal interview is required before employment.

**This application will be placed on file for consideration for two years. It should be complete and accurate in every detail. Under Illinois Law willfully making false statements on this application could be a Class A misdemeanor. Intentional misrepresentation or falsification of information on this application could result in immediate dismissal from employment.**