



**APPLICATION**  
**Position for Licensed Employee**

**Please submit the following:**

- 1. A letter of interest which includes a statement citing the most significant contributions which you have made in your present position and a statement indicating what you consider to be the most important qualifications which equip you to perform effectively in the position for which you are applying; to the extent appropriate, please refer to the job description established by the Board of Education.**
- 2. A recent resume;**
- 3. Request your college or university to forward up-to-date credentials and transcripts;**
- 4. This completed application; and**
- 5. Additional supportive materials.**

**All information should be sent to:**  
**Tri-County Special Education**  
**Attn: Human Resources**  
**1725 Shomaker Dr**  
**Murphysboro, IL 62966**

**Tri-County does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, unfavorable military discharge, or any other unlawful basis in the recruitment, selection or employment of its employees.**

**I. PERSONAL INFORMATION:**

<b>Name</b>		<b>State IEIN:</b>	
<b>Home Address Street, City, Zip Code</b>		<b>Phone</b>	
<b>Business Address</b>		<b>Business Phone</b>	
<b>Name of School District or Most Recent Employer</b>			
<b>Name of School</b>		<b>Student Enrollment/Class Size</b>	<b>Number of Professional Employees</b>
<b>Current Supervisor</b>		<b>Supervisor's Position</b>	<b>Supervisor's Phone</b>

**Are you authorized to work?** \_\_\_\_\_

**Is there any reason that will prevent you from accepting any school assignments or attending meetings or other activities held after regular school hours?** \_\_\_\_\_

**II. PROFESSIONAL INFORMATION:**

**Do you possess an Illinois Teacher's Certificate? (Attach Copy)** \_\_\_\_\_

**Other certificates held** \_\_\_\_\_

**What is the exact title and type of your certificate?** \_\_\_\_\_

Date Issued \_\_\_\_\_ List subjects and/or types of position which appear on your certificate:

**III. POSITION APPLIED FOR:**

Indicate school levels (Senior High, Middle School (6-8), Elementary) in which you are professionally qualified to teach. Give preference by ranking: (For each area, please enclose ISBE Teaching certificates).

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

When would you be able to take this position? (Month, day, year)

**IV. PROFESSIONAL PREPARATION:**

**EDUCATION:**

Degree	Name of School and Location	Date Degree Received	Major/Minor

**PRACTICE TEACHING**

Name of School and Location	Levels/Subjects	Grade Rec'd	Name of Cooperating Teacher	Name of College Supervisor

**EMPLOYMENT HISTORY:** Please list all full-time experience within and outside the field of education, in reverse chronological order. Add supplemental pages as needed.

Institution and Location	Position	# Years	# persons Supervised	Annual Salary	Reason for Leaving

Have you ever been dismissed from a position or asked to resign? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**V. TEACHING EXPERIENCE:**

List all experience in reverse chronological order. DO NOT include student teaching.

# Years Experience	Dates (Inclusive)	Name and Location of School	Levels/Subjects/Grades Taught	Annual Salary	Name and Current Address of Principal
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				

Total number of years of full-time teaching experience (exclude student teaching):

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Please explain any break in employments :

**VI. STATEMENT BY APPLICANT:**

Briefly state your reason for applying to this school district and briefly describe your working knowledge of educational technology: \_\_\_\_\_

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**VII. REFERENCES:**

Provide written references from four or five people who are familiar with your professional growth. If you have had no teaching experience, give the names of college instructors who are familiar with your work.

NAME	POSITION AT PRESENT	ADDRESS	PHONE

**VIII. AFFIRMATION:**

I hereby affirm that the matter and facts set forth on this application are true and correct and I further understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment, and may constitute a Class A misdemeanor.

Applicants are hereby made aware that appropriate accommodations will be made upon request to assist individuals in the application process.

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

**APPLICATION WILL BE MAINTAINED IN ACTIVE FILE FOR ONE CALENDAR YEAR**