

BUNKER HILL COMMUNITY UNIT SCHOOL DISTRICT 8

504 E. Warren Street

Bunker Hill, IL 62014

Phone 618-585-3116 / FAX 618-585-3212

SUPPORT STAFF APPLICATION

Equal Opportunity Employer

Bunker Hill CUSD 8 is an equal opportunity employer and does not discriminate on the basis of race, creed, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, unfavorable discharge from military service or status as a protected veteran, arrest record or any other unlawful criteria. A disability or medical condition will not bar you from employment if you are able to perform with reasonable accommodation the essential functions for which you are applying.

NAME: _____
Last First Initial

ADDRESS: _____
Street City State Zip Code

HOME PHONE: _____ **CELL PHONE:** _____

EMAIL ADDRESS: _____ **SOCIAL SECURITY #** _____

If you are under age 18, can you provide required proof of your eligibility to work? Yes _____ No _____

Have you ever worked for this school district under a different name? Yes _____ No _____

Are you legally eligible to work in the United States? Yes _____ No _____

Can you perform the essential functions of the job for which you have applied? Yes _____ No _____

If no, please explain _____

Have you ever pled guilty to or been convicted of a crime other than a minor traffic violation?
Yes _____ No _____ If yes, please explain: _____

NOTICE TO APPLICANTS: Under Illinois law, an applicant is not obligated to disclose sealed or expunged records of conviction or arrest.

Have you ever had any indicated finding of child abuse or neglect filed in your name?
Yes _____ No _____ If yes, please explain: _____

Does your name appear on any sex offender database in any state or country? Yes _____ No _____

Names of any relatives already employed by the school district: _____

Name and address of person to be notified in case of an accident or emergency:

Name Address Phone Number

EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION	DATES ATTENDED From/To	MAJOR AREA OF STUDY	DIPLOMA/DEGREE or IF NO DEGREE THEN # OF SEMESTER HOURS
HIGH SCHOOL:				
COLLEGE/UNIVERSITY:				
COLLEGE/UNIVERSITY:				
SPECIAL SCHOOLS:				
OTHER:				

EMPLOYMENT RECORD (INCLUDE MILITARY SERVICE)

Employer (Start with most recent)	Address	Description of Position	Dates: From/To	Reason for Leaving

 Complete this section only if applying as a TEACHER ASSISTANT Sp. Ed. _____ Reg. Ed. _____

1. What experience do you have working with children? _____
2. What experience do you have working with people with disabilities? _____
3. Do you have paraprofessional certification from ISBE? Yes _____ No _____

 Complete this section only if applying as a MAINTENANCE/CUSTODIAN WORKER

1. Can you work standing on a ladder or scaffold? Yes _____ No _____
2. Can you lift at least 25 pounds? Yes _____ No _____
3. Can you do small repair jobs that are required around schools? Yes _____ No _____
4. Other skills useful for this position: _____

 Complete this section only if applying as a BUS DRIVER

1. Do you possess a valid Illinois Driver's License? Yes _____ No _____
 2. Do you possess a valid Illinois CDL? Yes _____ No _____
 3. Has your license ever been suspended or revoked? Yes _____ No _____
- If yes, please explain: _____

 Complete this section only if applying as a BUS/LUNCH MONITOR

1. What experience do you have working with children? _____
2. What experience do you have working with people with disabilities? _____

Complete this section only if applying as a SECRETARY

1. Are you proficient at word processing? Yes _____ No _____
2. Are you proficient at excel spread sheets? Yes _____ No _____
3. Are you proficient at data bases? Yes _____ No _____
4. Which software programs can you use? _____

5. Please list other skills useful for this position: _____

ALL APPLICANTS SHOULD COMPLETE THIS SECTION

List three references

NAME	RELATIONSHIP	PHONE	CURRENT POSITION

Applicant's Acknowledgement and Agreement

Section 10-21.19 of The School Code of the State of Illinois stipulates that an applicant for employment with a school district is required, as a condition of employment, to authorize a fingerprint investigation to ascertain if the applicant has been convicted of certain criminal offenses. The School Code also stipulates that the School District perform a check on the Statewide Sex Offender Database. Should I be a candidate for employment with Bunker Hill CUSD 8 I agree to authorize both investigations and will allow myself to be fingerprinted as part of this investigation. A candidate may not be employed unless such investigation has been initiated.

I understand that any offer of employment will be subject to compliance with the identification and employment eligibility requirements imposed by the US immigration and Naturalization Service and/or the Department of Homeland Security. Furthermore, I acknowledge that employment is contingent upon and subject to successful completion of a post offer physical exam including tuberculin test, a drug test, a background check, and a Fingerprint-Based Criminal History Records Investigation.

I authorize past schools, employers, and persons whom I have listed herein as personal references to disclose information about me, including the names of other persons from whom information may be obtained related to my academic and work experience and my suitability for the position for which I am applying, Furthermore, I understand that my employment is subject to satisfactory replies from references, and I hereby relieve Bunker Hill CUSD 8 and all references from any and all liability concerning the release of confidential information.

I declare the foregoing, to the best of my knowledge, to be an accurate and complete statement of facts. I understand that the failure to provide requested information or any false statement herein will serve as cause for rejection of the application or, if discovered later, for discharge. If accepted or employment, I hereby agree to obey all rules and regulations.

Date

Signature of Applicant