



# Winnebago School District #323

304 East McNair Road  
Winnebago, Illinois 61088  
(815)335-2456 Fax (815)335-7574

## Application for Employment – Certified Staff (Please Print or Type)

Date: \_\_\_\_\_  
Social Security: \_\_\_\_\_

Name (last, first, middle): \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Position Desired: Teacher \_\_\_\_\_ Administrative \_\_\_\_\_

Teaching Preferences: (Please indicate by Grade, Department, or Subject)

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

### CERTIFICATION:

Illinois Certification: YES \_\_\_\_\_ NO \_\_\_\_\_ Pending \_\_\_\_\_

If YES, indicate Type and Number for each certificate:

1<sup>st</sup> Certificate: Type \_\_\_\_\_ Number \_\_\_\_\_  
2<sup>nd</sup> Certificate: Type \_\_\_\_\_ Number \_\_\_\_\_  
3<sup>rd</sup> Certificate: Type \_\_\_\_\_ Number \_\_\_\_\_

Other than Illinois: YES \_\_\_\_\_ NO \_\_\_\_\_ Pending \_\_\_\_\_ State \_\_\_\_\_

Indicate Type and Number for each certificate:

1<sup>st</sup> Certificate: Type \_\_\_\_\_ Number \_\_\_\_\_  
2<sup>nd</sup> Certificate: Type \_\_\_\_\_ Number \_\_\_\_\_  
3<sup>rd</sup> Certificate: Type \_\_\_\_\_ Number \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received \_\_\_\_\_  
Credentials Received \_\_\_\_\_  
Transcript Received \_\_\_\_\_  
Application Reviewed \_\_\_\_\_  
Interview Scheduled \_\_\_\_\_  
Interviewed By \_\_\_\_\_

Highest Degree \_\_\_\_\_  
Yrs. Teaching Experience \_\_\_\_\_  
Additional Credit Hrs. \_\_\_\_\_  
Salary from Schedule \_\_\_\_\_  
Differentials \_\_\_\_\_  
TOTAL SALARY \_\_\_\_\_

## EDUCATION AND PROFESSIONAL TRAINING

Schools Attended	Name/Location	Dates of Attendance	Degree/Diploma	Sem. Hours
High School				
College/University				
College/University				
Graduate				
Other (specify)				

Please list your college major(s) and minor(s) below. Indicate your grade point average and total semester hours in each of those areas. A COMPLETED APPLICATION, FULL COLLEGE OR UNIVERSITY CREDENTIALS AND AN OFFICIAL TRANSCRIPT MUST BE ON FILE WITH THIS DISTRICT BEFORE ANY FINAL ACTION WILL BE TAKEN.

College Major	Sem. Hrs.	GPA

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List extra curricular activities for which you are qualified and willing to direct or coach:

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Elementary Teacher Applicants – Please indicate which of the following you are able to teach in your own grade:

Art \_\_\_\_\_ Music \_\_\_\_\_ Physical Education \_\_\_\_\_

## STUDENT TEACHING

Name and Location of School: \_\_\_\_\_

District: \_\_\_\_\_

Supervising Teacher and/or Principal: \_\_\_\_\_

Grade(s) and Subjects Taught: \_\_\_\_\_

Dates (Month and Year) From – To: \_\_\_\_\_

## TEACHING AND/OR ADMINISTRATIVE EXPERIENCE

Beginning with your present or most recent position, please give a full and accurate listing of your experiences in education:

School	City, State	Principal	Grade/Subject	Dates Employed

Are you presently under contract? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, until when? \_\_\_\_\_ Are you on tenure? \_\_\_\_\_

Total years of experience under contract: Teaching \_\_\_\_\_ Administrative \_\_\_\_\_

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## EXPERIENCE OTHER THAN TEACHING

Beginning with your present or most recent position, please give a full and accurate listing of your experiences outside of education:

Employer Name/Address	Description of Duties and Responsibilities	Dates Employed

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## REFERENCES

Please list the names of others who have observed and are familiar with your work. Include only those which are not listed elsewhere in your credentials.

Name	Street Address, City, State Zip	Phone	Position

Please estimate the number of days you were absent from work due to illness in the past two years: \_\_\_\_\_

Have you even been convicted of an offense against the law or are you now under charges for any offense against the law other than a minor traffic violation? \_\_\_\_\_

If YES, please explain:

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**NOTE:** A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago are important. Please give all facts, so that a decision can be made.

Use this page for a personal statement. You may wish to include such items as your personal philosophy of education, a list of personal or professional achievements and/or goals, your hobbies, interests, or any other relevant items which you feel might be useful in helping us evaluate your qualifications:

I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE ,COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEVE THAT THEY ARE MADE IN GOOD FAITH. I UNDERSTAND THAT BEFORE ANY CONTRACT OR TEACHING BECOMES EFFECTIVE OR COMPENSATION IS POSSIBLE, A VALID ILLINOIS TEACHING CERTIFICATE MUST FILED IN THE OFFICE OF THE EDUCATIONAL SERVICE REGION LOCATED AT 300 HEART BLVD., LOVES PARK, IL 61111. I FURTHER UNDERSTAND THAT IF I ACCEPT A CONTRACT TO TEACH IN DISTRICT #323, THE ABOVE FACTUAL STATEMENTS WILL BECOME A PART OF MY PERMANENT RECORD.

**NOTE: Any person who willfully makes certain false statements or material omissions in an application for employment as a teacher, principal, superintendent or other certificated employee of a school board may be guilty of a Class A misdemeanor.**

Winnebago District #323 is an equal opportunity employer.  
Discrimination in employment practices on the basis of race, creed, color, sex, age, national origin, handicap or veteran status is prohibited.

Note: This application will be kept on file for six months. Should you wish to be considered for employment after that time, please reapply.

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Signature of applicant

Date