

**BROWN COUNTY C.U.S.D. #1
503 NW CROSS ST
MT. STERLING, ILLINOIS 62353**

PHONE (217) 773-3359
FAX (217) 773-2121

<p><u>Office Use Only</u> Interviewer: _____ Date: _____ Recommendation: _____</p>

CERTIFIED STAFF APPLICATION

Please type or print clearly
PERSONAL INFORMATION:

Last Name	First	Middle	Maiden

Current Address	City	State	Zip

Home Address	City	State	Zip

Email address: _____

Cell Phone Number	Home Telephone Number	Social Security Number

GENERAL INFORMATION

Do you currently hold an Illinois Teaching Certificate? Yes [] No []

If YES, please indicate

TYPE _____	GRADE/SUBJECT AREAS _____	# _____
TYPE _____	GRADE/SUBJECT AREAS _____	# _____
TYPE _____	GRADE/SUBJECT AREAS _____	# _____
TYPE _____	GRADE/SUBJECT AREAS _____	# _____

Please list all certifications earned to date.

Are you currently under contract to teach? Yes [] No []

When would you be available for employment? _____

JOB PREFERENCE: List below, in order of preference, the position, grade level, or specific academic subjects for which you are qualified and wish to be considered:

Position	Grade Level(s)	Subject Area(s)
1.		
2.		
3.		
4.		

EDUCATIONAL AND PROFESSIONAL TRAINING: Please list in the space below, in order of attendance, all colleges or universities you have attended and include any postgraduate work.

Institution	Location(City/State)	From	To	Degree	Major

SPECIAL NOTE:

Please have your up-to-date transcripts from all universities and colleges attended and credentials forwarded to this office from your Placement Office. These should include personal and professional recommendations and your Critic Teacher’s evaluation of student teaching, if completed.

STUDENT TEACHING:

Name of teacher training institution

Name of Cooperating School	District Number	City/State

Grade Level(s) To	Subjects Taught	From

TEACHING EXPERIENCE:

List ALL experiences in chronological order. Any part-time teaching will need to be verified for exact days worked. TRS will be able to provide this information for you. Please include this information as part of the application. You must be able to provide this information before a contract would be offered. District #1 will request verification of employment dates from each school district listed.

HIGHEST DEGREE EARNED

We place certified staff on our salary schedule based upon years of experience and upon hours/ degrees earned. Be sure to include all graduate courses where credit was earned. No credits earned prior to this date (signed application) and not listed above will be honored or recognized. Only credits earned after employment has been granted and approved by the administration will be acknowledged on the salary schedule for further advancement on the salary schedule.

PROFESSIONAL REFERENCE: Include here only persons who know of your professional work, i.e., principals, supervisors, and superintendents with whom you have worked.

Name/ Position	Present Address	Daytime Phone No.

PERSONAL REFERENCES: Include here only persons who know of your character.

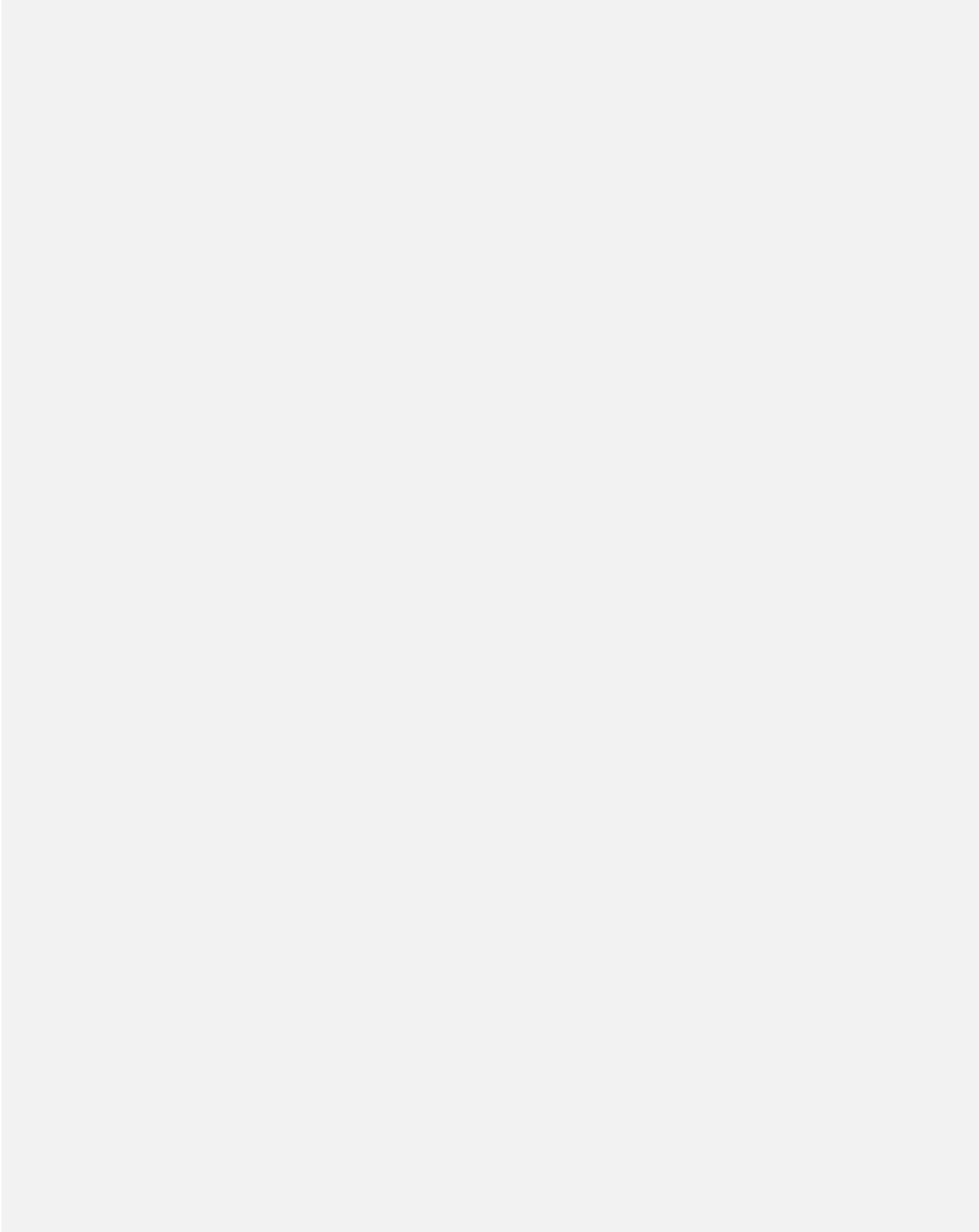
Name/ Relationship	Present Address	Daytime Phone No.

Original Statement (Must be completed by each applicant):

In your handwriting, please write a brief statement in which you share with us your reasons for becoming a teacher plus qualifications and experiences which you believe make you unique as a prospective employee. Since a subjective comment can be helpful to us in the selection process, please feel free to “Toot your own horn.”

Please continue on next page.

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It is the policy of Brown County Community Unit School District #1 to provide equal employment and educational opportunities for all qualified persons without regard to race, color, religion, sex, national origin, age, disabilities, sexual orientation or marital status.

EMPLOYMENT APPLICATIONS FOR CERTIFIED POSITIONS (READ CAREFULLY)

All new employees shall show evidence of physical fitness to perform duties assigned and freedom from communicable diseases, tuberculosis and freedom from illegal drugs. Such evidence shall consist of a physical examination by a licensed practicing physician. Any person who applies for a teacher, principal, superintendent or other certified position and “makes a statement which he or she does not believe to be true or who knowingly omits or fails to include any employment history or employer required to be furnished on the application which is material to his/ her qualifications “shall be guilty of a Class A misdemeanor and will be released/ discharged from employment.

PLEASE READ, DATE, AND SIGN:

I hereby certify that the statements made by me in this application are true and complete.

Date

Written Signature of Applicant