

**APPLICATION FOR NON-CERTIFIED EMPLOYMENT AT
LIBERTY COMM. UNIT #2 SCHOOL DISTRICT, 505 N. PARK ST., LIBERTY, IL 62347**

Position(s) applied for _____ Date of application ___/___/_____

PERSONAL INFORMATION (Please print)

Last Name	First Name	Middle	
Address	City	State	Zip
Home Phone	Cell Phone		
E-Mail Address			

If necessary, best time to call you at home is..... _____ AM / PM

May we contact you at work?..... Yes No

If yes, work number and best time to call.....(_____) _____ AM / PM

If you are under 18 and it is required, can you furnish a work permit?..... Yes No

Have you submitted an application here before?..... Yes No

If yes, give date and position..... ___/___/_____ _____

How did you find out about this opening?..... newspaper website word of mouth other _____

Have you ever been employed here before?..... Yes No

If yes, give dates and position.....From ___/___/_____ To ___/___/_____ _____

Are you legally eligible for employment in this country?..... Yes No

Date available for work..... ___/___/_____ What is your desired salary?..... \$ _____

Type of employment desired Full-time Part-time Substitute Seasonal

Will you work overtime if required?..... Yes No

EDUCATION

	Name and Location of School	No. of Years Attended	Did you Graduate?	Subjects Studied
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

GENERAL

Summarize any special training, skills, computer software knowledge, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

U.S. Military or Naval Service _____ Rank _____

Present membership in National Guard or Reserves _____

List any additional information you would like us to consider. _____

REFERENCES List business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list personal references who are not related to you.

	Name & Address (Include City, State, Zip)	Telephone	Relationship
1.			
2.			
3.			

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration for this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provide by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreement contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understand and accept all the terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date ____/____/____

DO NOT WRITE BELOW THIS LINE

Interviewed By _____

Date _____

Remarks _____

Neatness _____

Ability _____

Hired _____

Position _____

Dept _____

Salary/Wage _____

Date reporting to work _____

Approved: _____