



NORTHEAST COMMUNITY SCHOOL DISTRICT NON-CERTIFIED APPLICATION FOR EMPLOYMENT

Today's Date: _____ POSITION APPLYING FOR _____

Full Legal Name _____

Address _____

Telephone Number _____

Email Address _____

Have you ever been employed by the District before? _____

Are you legally eligible for employment in this country? _____

NOTE: Proof of U.S. Citizenship or Immigration status will be required upon employment.

Date available for work: _____

Type of Employment: Full Time Part Time or Substitute

Have you been convicted of any criminal conduct in the last seven years? _____

(NOTE: Such conviction may be relevant if job related but may not necessarily bar you from employment. If YES, please explain: _____

EMPLOYMENT INFORMATION

Please list your last 3 employers, assignments or volunteer activities, including military experience. If you are employed at this time, the first position listed should be your current position. Indicate 'DO NOT CONTACT' if that is your wish.

Employer _____

From _____ to _____ Job Title: _____

Address _____

Telephone _____ Supervisor _____

Summarize the nature of work performed and job responsibilities: _____

Reason for leaving: _____

Salary: _____

~~~~~

Employer \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Job Title: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Salary: \_\_\_\_\_

~~~~~

Employer _____

From _____ to _____ Job Title: _____

Address _____

Telephone _____ Supervisor _____

Summarize the nature of work performed and job responsibilities: _____

Reason for leaving: _____

Salary: _____

~~~~~

## EDUCATIONAL BACKGROUND

| Level of Education | School/University | Field of Study | Degree | Year of Graduation | Dates |
|--------------------|-------------------|----------------|--------|--------------------|-------|
|                    |                   |                |        |                    |       |
|                    |                   |                |        |                    |       |
|                    |                   |                |        |                    |       |

## PROFESSIONAL/CHARACTER REFERENCES

Please provide the names of at least three professional/character reference sources including current employer or last employer if not currently employed.

| Name | Position/Relationship | Address | Telephone No. |
|------|-----------------------|---------|---------------|
|      |                       |         |               |
|      |                       |         |               |
|      |                       |         |               |

I hereby certify that all application statements are true and complete to the best of my knowledge and that if I am employed by NORTHEAST COMMUNITY SCHOOL DISTRICT false statements shall be sufficient cause for immediate dismissal.

I also understand that before beginning employment I may be required to submit a completed school district physical examination form to the District Office.

I further understand that if I accept a position with the NORTHEAST COMMUNITY SCHOOL DISTRICT, the statements on this application will become part of my permanent record.

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

\_\_\_\_\_  
Date