



“SOBOS”

South Beloit C.U.S.D. No. 320

“A POSITIVE ATTITUDE MEANS EVERYTHING TO THOSE AROUND YOU”

Scott Fisher, Superintendent
850 Hayes Avenue, South Beloit, IL 61080 USA
815-389-3478/Fax 815-389-3477

NON-CERTIFIED APPLICATION
(APPLICATIONS REMAIN ON FILE FOR ONE YEAR)

IMPORTANT: Please fill in the information requested below, making every effort to answer all questions.

DATE: _____

POSITION (S) APPLIED FOR: _____

Where did you hear about this position? Beloit Paper ____ Rockford Paper ____
College/University ____ Internet ____ (Where on Internet?) _____
Word of Mouth ____ Other _____

LEGAL NAME: _____

ADDRESS: _____ **CITY/STATE/ZIP:** _____

PHONE: (____) _____ **E-MAIL** _____

Why would you be the best candidate for this position?

QUESTIONS

- Are you legally authorized to work in the United States? Yes _____ No _____
- Have you been convicted in the past 7 years of a felony crime or a misdemeanor offense?
Yes _____ No _____
The District investigates the criminal background of candidates for employment and will consider criminal history in light of applicable law and District policy. You are not required to include criminal history record information ordered expunged, sealed or impounded under the Illinois Criminal Identification Act.
- What language or languages do you speak and write fluently? _____
- Military Experience _____ Date in: _____ Date out: _____

EDUCATION: (Please provide copy of High School Transcripts and/or College/Business Transcripts)

- Name of High School _____
Address _____
From _____ to _____ Number of years completed _____
High School Diploma: Yes ____ No ____ or GED ____
- College/Business School _____

Address _____

From _____ to _____ Number of years completed _____

Degree: _____ or Certificate: _____

WORK HISTORY

PRESENT EMPLOYER _____

Address _____ Telephone _____

Immediate Supervisor _____

Duties _____

Date Started _____ Date Left _____

Starting Salary _____ Ending Salary _____

Reason for Leaving _____

PREVIOUS EMPLOYER _____

Address _____ Telephone _____

Immediate Supervisor _____

Duties _____

Date Started _____ Date Left _____

Starting Salary _____ Ending Salary _____

Reason for Leaving _____

PREVIOUS EMPLOYER _____

Address _____ Telephone _____

Immediate Supervisor _____

Duties _____

Date Started _____ Date Left _____

Starting Salary _____ Ending Salary _____

Reason for Leaving _____

REFERENCES

Name _____ Relationship _____ Telephone _____

Title _____

Name _____ Relationship _____ Telephone _____

Title _____

Name _____ Relationship _____ Telephone _____

Title _____

***** **SCHOOL AIDES OR OFFICE APPLICANTS ONLY** *****

Computer/Technology Experience

PC _____ Apple _____ Chromebooks _____ iPad _____ LCD _____ Elmo _____

Software (able to run the following applications)

Google: Gmail _____ Docs _____ Drive _____ Calendar _____

Microsoft: Word _____ Excel _____ Access _____ PowerPoint _____ Publisher _____

Other Office Machines you are able to run:

Internet No knowledge _____ Basic knowledge _____ Good comprehension _____

Databases No knowledge _____ Basic knowledge _____ Good comprehension _____

***** **FOOD SERVICE APPLICANTS ONLY** *****

Food Service Certificates Held

Food Preparation Experience

***** **CUSTODIAL APPLICANTS ONLY** *****

Machines (able to use the following machines)

Vacuums _____ Scrubbers _____ Carpet Extractors _____

Briefly list any responsibilities or experience from previous jobs held that would demonstrate custodial or maintenance skills. (Examples: cleaning; sanitizing of buildings and facilities; electrical, mechanical work experiences):

IN A PARAGRAPH

Why do you want to work in a school environment?

The South Beloit Community Unit School District #320 complies with all federal, state and local laws prohibiting discrimination in employment based on a person's membership in a protected class.

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice, regardless of how or when discovered.

I authorize the investigation of all statements and information contained in this application. I release all my education records, all information related to my present and former employment, and all other records related to the information I have provided in this application. I waive any right I may have to be notified by any individuals and organizations named in my application for employment prior to the release of any information, including the release of information concerning any disciplinary action taken against me by former employers.

Signature

Date

PLEASE SIGN AND DATE APPLICATION