

# PRINCEVILLE COMMUNITY UNIT SCHOOL DISTRICT #326

"Princeville Schools – Small in Size, Big in Opportunities"

Attention: James Colyott, Superintendent  
302 Cordis Avenue • Princeville, Illinois 61559  
Phone (309) 385-2213 • Fax (309) 385-1823

## PROFESSIONAL EMPLOYMENT APPLICATION

### PERSONAL INFORMATION

Date of application: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

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

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

Are you currently authorized to work in the United States? NO  YES

Are you fluent in any language other than English? NO  YES  Language: \_\_\_\_\_

### DEGREE INFORMATION

**Undergraduate College:** \_\_\_\_\_

Major Subject(s): \_\_\_\_\_ Major GPA (4.0 Scale): \_\_\_\_\_

Minor Subject(s): \_\_\_\_\_ Minor GPA (4.0 Scale): \_\_\_\_\_

Overall GPA: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

**Graduate University:** \_\_\_\_\_

Major Subject(s): \_\_\_\_\_ Major GPA (4.0 Scale): \_\_\_\_\_

Minor Subject(s): \_\_\_\_\_ Minor GPA (4.0 Scale): \_\_\_\_\_

Overall GPA: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

### Other Colleges/Universities Attended:

College/University	City	State	Dates Attended	Hours Completed
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College/University	City	State	Dates Attended	Hours Completed
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### List of all Certificates that you currently hold:

City	County	State	Date Issued	Date Expires
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City	County	State	Date Issued	Date Expires
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**EMPLOYMENT PREFERENCES**

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

Extracurricular Activities: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Job Type (choose all that apply): Full Time  Part Time  Substitute  Teacher's Aide

What date are you available to begin work? Now  Date: \_\_\_\_\_

**MOST RECENT EMPLOYMENT**

School/District Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Current Position: \_\_\_\_\_ How Long? Years \_\_\_\_\_ Months \_\_\_\_\_

Write the most recent date of actual classroom instruction that you have completed (as of this date): \_\_\_\_\_

Current Extracurricular activities: \_\_\_\_\_

Immediate Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Why are you considering leaving your current position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check here if you are applying for a teaching position and have no teaching experience other than student teaching, and complete the following section:

**Student Teaching Information:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

District Name and Address: \_\_\_\_\_

Subjects and Grade Levels: \_\_\_\_\_

Extracurricular assignments: \_\_\_\_\_

Supervising Teacher's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Additional Teaching Experiences:**

**1** Dates Employed: \_\_\_\_\_ School District Name: \_\_\_\_\_

Positions Held (including extracurricular): \_\_\_\_\_

Reason for ending employment: \_\_\_\_\_

**2** Dates Employed: \_\_\_\_\_ School District Name: \_\_\_\_\_

Positions Held (including extracurricular): \_\_\_\_\_

Reason for ending employment: \_\_\_\_\_

**3** Dates Employed: \_\_\_\_\_ School District Name: \_\_\_\_\_

Positions Held (including extracurricular): \_\_\_\_\_

Reason for ending employment: \_\_\_\_\_

# QUALIFICATIONS

## College Activities:

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## Academic Achievements:

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## Personal Achievements:

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## Additional Skills/Qualifications:

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## Professional Organizations:

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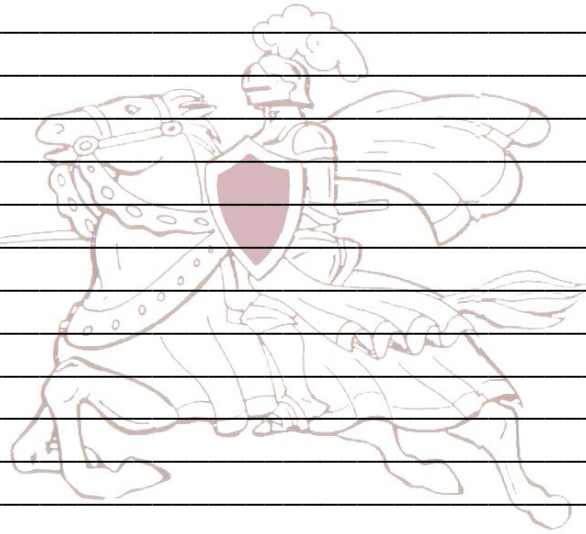
## REFERENCES

**References:** Write names of people, not related to you, who have knowledge of your qualifications, teaching ability, personal character, and personality.

	<u>Name</u>	<u>Title/Relationship</u>	<u>Address</u>	<u>Phone</u>
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____
(5)	_____	_____	_____	_____

**In your own handwriting, please explain briefly why you wish to work in Princeville Schools:**

Handwriting lines for the applicant's response.



**PCUSD #326 is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disability.**

Have you ever been terminated from a teaching position? YES  NO   
Have you ever been released due to "reduction in force (RIF)"? YES  NO   
Have you ever been charged with a criminal offense? YES  NO   
*(If you answer yes to any of the above questions, please explain on a separate sheet of paper and attach.)*

**Initial**

I certify that the information on this application is true and complete. I am aware that this application will become a permanent part of my personal file if I am employed, and that if I have provided any false information on this application, it shall be sufficient cause for dismissal.

**Initial**

I authorize Princeville Community Unit School District 326 to make any investigation necessary to verify the information provided on this application, as well an investigation of my character, reputation, and any information pertinent to my employment qualifications.

**Initial**

I hereby authorize Princeville Community Unit School District 326 to conduct a fingerprint-based criminal history records check and agree to allow a release of transcripts and other information concerning prior employment.

**Initial**

I authorize Princeville Community Unit School District 326 to contact my former employers and to have full access to the information in my personnel files.

**Initial**

I authorize Princeville Community Unit School District 326 to share this information with other school districts.

**Applicant's Signature**

**Date**

**This application should be accompanied by a letter of interest, a resume, copies of certificates, college credentials (letters of recommendation), and college transcripts.**