

**Sandwich C.U.S.D. #430**  
720 S. Wells  
Sandwich, Illinois 60548  
Phone 815-786-2187 Fax 815-786-6229  
[www.sandwich430.org](http://www.sandwich430.org)

## APPLICATION FOR INSTRUCTIONAL STAFF POSITION

(Please type or print)  
**AN EQUAL OPPORTUNITY EMPLOYER**



Position Applied for \_\_\_\_\_ Date \_\_\_\_\_

Sandwich Community Unit School District #430 (the "District") considers all applicants for employment without regard to race color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, the District complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. The District also provides reasonable accommodation to individuals with a disability in accordance with applicable laws.

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Current Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Please indicate how you learned of this vacancy:

_____ Newspaper _____	_____ Regional Superintendent
_____ Illinois State Board of Education	_____ Vacancy Line
_____ Building Posting	_____ Website _____
_____ College Placement Office _____	_____ Other _____

(PLEASE SPECIFY)

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain:

### ILLINOIS CERTIFICATION

Yes \_\_\_\_\_ No \_\_\_\_\_ Pending \_\_\_\_\_ If yes, complete below:

Type \_\_\_\_\_

If pending, give date of application: \_\_\_\_\_

### OUT of STATE CERTIFICATION

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, complete below:

State \_\_\_\_\_

Type \_\_\_\_\_

List extra curricular activities you are qualified to direct.

\_\_\_\_\_  
\_\_\_\_\_

EDUCATION: High School and beyond. Include name and location of high school, undergraduate work, and graduate course work completed and/or presently enrolled.

NAME OF SCHOOL OR INSTITUTION	COURSE	DIPLOMA OR DEGREE	ATTENDANCE From - To	TOTAL YEARS	SEMESTER HOURS CREDIT
High School					
Undergraduate					
Graduate					

Please list below your college major(s) and minor(s) as indicated, and include your grade point average in those areas, based on a 4.00 grading system. Also include total semester hours in each area. A complete application, full credentials, and copies of all transcripts **MUST** be included in your papers before final action will be taken.

COLLEGE MAJOR	GRADE AVERAGE	SEMESTER HOURS	COLLEGE MINOR	GRADE AVERAGE	SEMESTER HOURS

## STUDENT TEACHING

TEACHER TRAINING INSTITUTION	SCHOOL IN WHICH STUDENT TEACHING WAS COMPLETED	DISTRICT'S NAME & NO.	SUPERVISING TEACHER'S NAME	GRADES SUBJECTS TAUGHT	DATES Mo. - Yr. From - To

Give full and accurate data regarding your paid teaching experience(s). List present or most recent position first.

NAME & PHONE NO. OF SCHOOL	ADDRESS OF SCHOOL	DATES From - To	PRINCIPAL	GRADES/SUBJECTS TAUGHT

Are you presently under contract? \_\_\_\_\_ Until  
when? \_\_\_\_\_

Are you on tenure? \_\_\_\_\_ Years of contractual  
experience \_\_\_\_\_

### EXPERIENCE OTHER THAN TEACHING

List here in chronological order all practical experience other than teaching. List trade or business experience, travel, social work, work in camps, experience with youth and active military service. (Include branch of service)

KIND OF WORK	INCLUSIVE DATES		NAME AND ADDRESS OF EMPLOYER	NAME & PHONE OF SUPERVISOR WHO KNOWS MOST ABOUT THIS WORK
	From Mo. -Yr.	To Mo. - Yr.		

### REFERENCES

Give names of others who have observed and know your work. **THESE SHOULD BE PEOPLE NOT LISTED ON OTHER CREDENTIALS**

NAME	ADDRESS	PHONE NO.	POSITION

Have you ever been convicted of a felony?\*  Yes  No. If yes, state nature of offense, when, where, and disposition, but do not report any conviction for which the record has been expunged, sealed, or impounded.

\_\_\_\_\_  
\_\_\_\_\_

In addition, have you ever been convicted of any crime related to a sexual offense against a minor?  
 Yes  No If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

\*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law. Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, the District will verify the status of every individual offered employment with the District. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

