



Mt. Vernon Township High School
320 S. 7th Street
Mt. Vernon, IL 62864
Telephone 618-244-3700
FAX 618-244-8047

Application for Employment
SUPPORT PERSONNEL

An Equal Opportunity Employer

For Office Use Only _____

PERSONAL

Name _____ Date _____

Present Address _____ Telephone Number _____

When can you accept position? _____ Social Security # _____

EDUCATION AND TRAINING

Education Training (List all schools attended, including high school.)

Name of School	Dates Attended	Date of Graduation	Diploma/Degree/Credits

Special Honors received (if any) _____

Position for which you are applying _____

SPECIAL TRAINING

Name of School	Dates Attended	Certificates Received	Type of Training

Special Skills (List all special skills you feel you possess.)

How were skills acquired? _____

List All Previous Employment

Name of Employer	Dates	Telephone	Type of Duties

List Three References Other Than Relatives

Name	Address	Telephone	Friend or Employer

Please indicate any criminal convictions which you may have that relate to your fitness to perform the duties of the position. (A conviction record will not necessarily be a bar to employment with Mt. Vernon Township High School and factors such as age, time of offense, seriousness and nature of the violation, and rehabilitation will be taken into consideration.)

Has any court ever received a plea of guilty or a plea of nolo contendere (no contest) from you for any offense involving moral turpitude (misconduct), deferred further proceedings without entering a finding of guilty and placed you on probation?

Yes No If yes, please explain below.

Have you ever been involuntarily terminated or asked to resign from the employment of another job?

Yes No

If yes, please give the name of the business, the date, and the reason for the termination or request for resignation.

IMPORTANT – READ CAREFULLY

The job applied for is a "at will" position. "At will" employment means the position can be terminated by either party at any time regardless of notice. This agreement cannot be altered unless mutually agreed to in writing.

Each employee must have a Physical Examination report and Freedom from Tuberculosis report on file in the Superintendent's Office before the applicant may be placed on regular employment status in the district. These reports are a condition of employment and will be at your expense.

In addition to performing satisfactorily the tasks outlined in the Job Description for the position accepted, each employee is expected to be courteous and respectful to other staff members, the students, and the public at all times; to refrain from the use of drugs or alcohol while on duty; and to use proper language while in the presence of students.

If additional information is available, please attach a separate sheet. This application will be kept on file for two years only from the date filed.

I certify that this application contains a listing of all my vocational skills and has been completed to the best of my ability.

I hereby authorize Mt. Vernon Township High School to submit my name to the Illinois Department of State Police for the purpose of conducting a criminal background check and agree to execute any forms required by said department for such purpose. I certify that I have not been convicted of a felony.

I certify that the information on this application is true and complete. If I am employed, I understand that false statements on this application shall be considered sufficient cause for dismissal. I authorize Mt. Vernon Township High School to make any investigation necessary to verify the information appearing on this application, as well as an investigation of my character, reputation, and any information pertinent to my employment qualifications. To validate this application, the applicant must sign on the line so designated.

Date

Prospective Employee Signature

***IF EMPLOYED, THIS APPLICATION BECOMES A PERMANENT
PART OF YOUR PERSONNEL FILE!***

Return To: Superintendent
Mt. Vernon Township High School
320 South 7th Street
Mt. Vernon, IL 62864