



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

Application for Employment  
**TEACHER**

An Equal Opportunity Employer

For Office Use Only \_\_\_\_\_

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**PERSONAL**

Name \_\_\_\_\_ Date \_\_\_\_\_

Present Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

When can you accept appointment? \_\_\_\_\_ Social Security # \_\_\_\_\_

Present salary \_\_\_\_\_ What salary do you expect? \_\_\_\_\_

**EDUCATION AND TRAINING**

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

Name of School	Inclusive Dates	Date of Graduation	Degree or No. Of Credits

What other professional training have you had that is not listed above? \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

Major subject studied in college \_\_\_\_\_ Number of semester hours in major subject \_\_\_\_\_

Minor subject studied in college \_\_\_\_\_ Number of semester hours in minor subject \_\_\_\_\_

Semester hours graduate credit by subjects 1. \_\_\_\_\_ 2. \_\_\_\_\_

Name in order of your preference the subjects you are qualified and willing to teach.  
Indicate semester hours in each.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Semester hours in undergraduate education \_\_\_\_\_ Graduate \_\_\_\_\_

In what extracurricular activities did you participate while in college? \_\_\_\_\_

Honors received in college \_\_\_\_\_

When can you appear for an interview? \_\_\_\_\_

To what professional organizations do you belong? \_\_\_\_\_

**EXPERIENCE:** In the space below report your experience in teaching.

City or Town	Superintendent	Months	When	Subjects Taught	Telephone

**References:** Give names of superintendents, principals, or critic teachers.

Name	Address	Telephone	Official Position

Name of teaching certificate you hold in Illinois \_\_\_\_\_

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 the 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.)

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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.

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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. \_\_\_\_\_

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**IMPORTANT – READ CAREFULLY**

All teachers are required to have an Illinois Certificate, a Physical Examination report, and Freedom from Tuberculosis report on file in the Superintendent's Office before the appointee begins teaching. All teachers must hold, at least, a Bachelor's degree from a recognized standard college or university. All teachers will be expected to work toward the Master's degree.

All teachers in the Mt. Vernon Township High School are expected to act as advisers to students, make out reports, manage study halls, assist with the general discipline, and participate fully in the shared responsibilities of school management. Please give any other information concerning you and your training which is not otherwise covered in this application.

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