

Bradley-Bourbonnais Community High School

700 W North Street ▪ Bradley, IL 60915 ▪ 815-937-3707 ▪ Fax 815-937-0156

www.bbchs.org



Educational Support Personnel Application for Employment

Each item on this application is important. Please complete accurately and provide your resume with this application.

DATE _____ (mm/dd/yyyy)

POSITION(S) DESIRED

- | | | | |
|---|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Library Assistant | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Custodian |
| <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Paraprofessional | <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Other |

NAME _____

ADDRESS _____
Street City State Zip

TELEPHONE _____ SOCIAL SECURITY # _____

E-MAIL ADDRESS (optional) _____

EDUCATION and TRAINING

Please list educational institutions (high school, technical schools, college) attended beginning with the most recent.

Institution	City/State	Date Graduated/Attended	Degree/Major

WORK EXPERIENCE

Please list prior employment with most recent listed first.

Name of Employer	Address/City/State	Employed From/To	Type of Work

PROFESSIONAL/PERSONAL REFERENCES

Include three professional references who supervised your previous work (principals, supervisors, superintendents).

Name	Address, City, State	Position	Phone Number

Include two personal references who know of your character.

Name	Address, City, State	Position	Phone Number

ADDITIONAL COMMENTS

THIS POSITION WILL BE EMPLOYED AS AN "AT WILL" POSITION

THIS SECTION MUST BE COMPLETED AS PART OF THE APPLICATION PROCESS. PLEASE MAKE CERTAIN THAT YOU ANSWER ALL OF THE QUESTIONS TRUTHFULLY. OMISSION OF ANY CRIMINAL INFORMATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

- Yes No Have you ever been convicted of an offense other than a minor traffic violation? (DUI and DWI are not minor and must be reported)
- Yes No Have you ever been convicted of, had adjudication withheld, pled no contest to, or entered a pretrial intervention program for a misdemeanor or felony criminal charge, or are there currently criminal charges pending against you? (IF YES, EXPLAIN ON SEPARATE SHEET)
- Yes No Have you ever been confirmed as a child abuser by DCFS or similar state agency? (IF YES, EXPLAIN ON SEPARATE SHEET)
- Yes No Have you ever been suspended without pay, or dismissed from employment, or resigned while an investigation was in progress for possible disciplinary action? IF YES, WHERE _____ AND WHEN _____

If you are recommended for employment a criminal background check and physical entrance examination must be completed and successfully passed before you will be hired.

I certify that the answers given by me in this application are true and correct without omissions of any kind. I agree that the District shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application. I authorize Bradley-Bourbonnais Community High School District #307 to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation or governmental agency to disclose to Bradley-Bourbonnais Community High School any information they may have regarding me. In consideration of the school District's review of the application, I hereby release the District as well as all providers of information from any liability and for any damage, which may result from the furnishing, and receiving of this information. A copy of this authorization and release is as valid as the original and should be recognized as such.

Signature _____ Date _____

Print Name _____

This school District does not discriminate on the basis of age, race, sex or sexual orientation, marital status, disability, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Education Amendments. An opportunity will be available during the selection process for persons with disabilities to advise the District of any need for reasonable accommodation.

Send application and materials to:

Bradley-Bourbonnais Community High School
Personnel Department
700 W North Street
Bradley, IL 60915