

**BENTON COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT NO. 47**

1000 Forest Street  
Benton, IL 62812  
618-439-3136

**SECRETARY  
EMPLOYMENT APPLICATION**

*Benton Community Consolidated School District No. 47 is an equal opportunity employer and educator. District 47 does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, unfavorable military discharge or any other unlawful basis in the recruitment, selection or employment of its employees. Individuals requiring accommodation and/or assistance in the application process should contact the District Superintendent at 618-439-3136.*

Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

Current Address: \_\_\_\_\_  
(Street) (City, State) (Zip Code)

Permanent Address: \_\_\_\_\_  
(Street) (City, State) (Zip Code)

Telephone Number: \_\_\_\_\_  
(Home) (Work) (Other/Cell)

E-Mail Address: \_\_\_\_\_

***Please check areas in which you have skills or experience:***

\_\_\_\_\_ Typing (\_\_\_\_\_ WPM)      \_\_\_\_\_ Bookkeeping      \_\_\_\_\_ Word Processing

\_\_\_\_\_ Filing      \_\_\_\_\_ Payroll      \_\_\_\_\_ Spreadsheet

\_\_\_\_\_ Shorthand      \_\_\_\_\_ Data Entry      \_\_\_\_\_ Data Base

\_\_\_\_\_ Reception/Telephone      \_\_\_\_\_ Programming      \_\_\_\_\_ Desktop Publishing

\_\_\_\_\_ *Substitute Work*      \_\_\_\_\_ *Days Available*      \_\_\_\_\_ *Buildings*

***\*\*Applicant files are only maintained until the end of the calendar year. It is the applicant's responsibility to update his/her applicant file each year by submitting a new application.***

**EDUCATION:**

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(Dates)	(High School)	(Street, City, State, Zip)
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(Dates)	(College/Other)	(Street, City, State, Zip)
<i>Degree:</i> _____	<i>Major:</i> _____	<i>Minor:</i> _____
		<i>Date Conferred:</i> _____

**WORK EXPERIENCE**

1. \_\_\_\_\_  
(Dates) (Company/Job Title) (City, State) (Duties)

2. \_\_\_\_\_  
(Dates) (Company/Job Title) (City, State) (Duties)

3. \_\_\_\_\_  
(Dates) (Company/Job Title) (City, State) (Duties)

**PROFESSIONAL REFERENCES:**

Please identify individuals who are able to provide information regarding your work experience for the position(s) you seek. Please include supervisors with whom you have worked.

NAME	POSITION	ADDRESS	TELEPHONE
1) _____			
2) _____			
3) _____			

**In order to be considered for employment, you must answer the following questions:**

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?  
\_\_\_\_ YES \_\_\_\_ NO  
If yes, please explain the circumstances in the space provided:
  
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?  
\_\_\_\_ YES \_\_\_\_ NO  
If yes, please explain the circumstances in the space provided:
  
3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, of mishandling funds, or of criminal conduct resulting in a conviction or criminal penalty? \_\_\_\_ YES \_\_\_\_ NO  
If yes, please explain the circumstances in the space provided:
  
4. Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or "no contest", or (c) has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?  
\_\_\_\_ YES \_\_\_\_ NO  
If yes, please explain the circumstances in the space provided, including the date of the charge, the court action, the offense in question, and the address of the court involved.

**Applicant's Acknowledgment and Agreement**

Applicants for positions are advised that the making of a willfully false statement or knowing omission of any employment history on this application may constitute a Class A misdemeanor. Any materially false statements or omissions on this application for employment will be reason to deny the application for hire and will lead to termination of employment.

- Accordingly, I hereby acknowledge that the statements made herein are accurate and that I have not omitted any requested information.
- I acknowledge that if I am hired, I will be required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease in accordance with Section 24-5 of the *School Code*.
- I authorize you to make such investigations and inquires as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) or any omission of information may result in discharge.
- I acknowledge that if I am hired, I will be required to abide by all rules, regulations and board policies of Benton Community Consolidated School District No. 47.

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Applicant's Signature

Date

**Authorization for Criminal Background Check**

I authorize a background check into my prior employment and educational qualifications. I understand that I am subject to a criminal background investigation in accordance with the laws of the State of Illinois. I further understand that I may be subject to immediate dismissal if the investigation disclosed convictions of certain specified offenses under §10-21.9 of the *Illinois School Code*, 105ILCS 5/10-21.9, or in accordance with district policy and practice. I hereby authorize the District to initiate a criminal background check by the Illinois State Police Department and agree to execute any forms required for said investigation.

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Applicant's Signature

Date