

Board of Education  
Cairo Unit School District Number One  
4201 Sycamore Street  
Cairo, Illinois 62914  
Tel: 618-734-4102 | Fax: 618-734-4047

**Equal Opportunity Employer**

**NON-CERTIFIED PERSONNEL APPLICATION**

Position: \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_

Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Alternate No. \_\_\_\_\_

CITY STATE ZIP CODE



**RECORD OF PREVIOUS EXPERIENCE:**

<b>Name of Employer</b>	<b>Dates Employed From – To</b>	<b>Type of Position</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>Name of School</b>	<b>Dates Attended From – To</b>	<b>Diploma / Degree</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**References:** (Should be persons qualified to answer questions concerning your expertise for the position you seek. Include especially supervisors under whom you have worked. Indicate any who are related to you.)

Name	Address	Occupation

### SCREENING QUESTIONNAIRE

This screening questionnaire is a very important instrument and must be answered. The answers you give will be used in screening and choosing applicants for interviews.

Thank you for your consideration

---

Applicant Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

1. In your opinion, what is the one most important skill an individual applying for this position must possess?

---

---

---

2. Please explain specific experiences which you feel qualify you for this position.

---

---

---

3. Describe your previous work experiences.

---

---

---

4. Describe your experiences in dealing with and working around children.

---

---

---

5. What are your hobbies and/or interests?

---

---

---

**ADDITIONAL INFORMATION:**

Provide any additional information relevant to the position sought.

---



---



---



---



---



**Please answer the following required questions of the Criminal History Disclosure Statement**

Yes	No	Questions
		Have you ever had a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?
		Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? <i>(If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)</i>
		Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? <i>(If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose the information may result in application denial or licensure sanction.)</i>
		Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
		Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
		Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
		<p>Are you currently more than 30 days delinquent in complying with a child support order?</p> <p>No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.</p> <p>Yes, I am currently more than 30 days delinquent in complying with a child support order.</p>
		<b>I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every aspect.</b>

**CRIMINAL BACKGROUND INVESTIGATION NOTICE**

Pursuant to Section 10-21.9 of the School Code of Illinois (P.A. 84-126), I \_\_\_\_\_ Understand Cairo School District No. One, as a condition of my employment, will initiate an investigation to determine if I have ever been convicted of certain criminal activities enumerated in Section 10-21.9(c).

You are not obligated to disclose any sealed or expunged records of conviction or arrest (Public Act 93-211).

I understand that my employment with the District is expressly conditioned on such an investigation revealing no record of conviction.



**CITIZENSHIP**

In order to ensure that every applicant is either a United States citizen or authorized to be employed in this country, please check and submit one of the following with your application:

\_\_\_\_\_ Copy of Social Security Card

\_\_\_\_\_ Copy of Valid Driver’s License

\_\_\_\_\_ Copy of U.S. Birth Certificate

\_\_\_\_\_ Copy of Certificate Authorizing U.S. Employment



**DRUG AND ALCOHOL POLICY**

It is the policy of the Cairo School District that its workplace be free from drugs and alcohol. As a condition of his/her employment, each employee shall agree in writing to abide by the terms contained in the drug and alcohol policy.



The applicant understands that by signing this application, he/she affirms that all information contained in this application is true, accurate, and complete to the best of his/her knowledge. Further, the applicant attests that there are no false or misleading statements contained in this application, nor are there legal or criminal proceeding pending which would adversely affect Cairo School District.

The applicant further understands that this application for employment must be completed and supplemental materials such as resumes’ do not exclude the applicant from disclosure on this application. Failure to adhere to the above statements may be cause for termination of employment.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Current Date: \_\_\_\_\_

## **CONSIDERATION OF EMPLOYMENT DOCUMENTATION OF EMPLOYMENT STATUS**

EFFECTIVE JUNE 1, 1987, ALL EMPLOYEES HIRED BY CAIRO SCHOOL DISTRICT NO. ONE MUST BE UNITED STATES CITIZENS AND/OR ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES.

**ALL EMPLOYEES HIRED AFTER JUNE 1, 1987, WILL BE REQUIRED TO COMPLETE THE DESIGNATED EMPLOYMENT ELEGIBILITY VERIFICATION FORM (USCIS FORM I-9)**

EMPLOYERS **CANNOT** SPECIFY WHICH DOCUMENT(S) AN EMPLOYEE MAY PRESENT TO ESTABLISH EMPLOYMENT AUTHORIZATION AND IDENTITY. APPLICANTS WHO DO NOT PRESENT PROPER DOCUMENTATION **CANNOT** BE HIRED

### **LIST A – Documents that Establish Both Identity and Employment Authorization**

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: **a.** Foreign passport; and **b.** Form I-94 or Form I-94A that has the following: **(1)** The same name as the passport; **(2)** An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

**OR** A COMBINATION OF ONE SELECTION FROM **LIST B** **AND** ONE SELECTION FROM **LIST C**

### **LIST B – Documents that Establish Identity**

1. Drivers License or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities. Provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**FOR PERSONS UNDER AGE 18 WHO ARE UNABLE TO PRESENT A DOCUMENT LISTED ABOVE:**

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

### **LIST C – Documents that Establish Employment Authorization**

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
  - (1) NOT VALID FOR EMPLOYMENT
  - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or a territory of the United States bearing an official seal
5. Native American tribal document
6. U.S Citizen ID card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security