

**SESSER-VALIER COMMUNITY UNIT  
SCHOOL DISTRICT NO. 196**

4626 State Highway 154  
Sesser, IL 62884  
(618) 625-5105  
(618) 625-6696 (Fax)

**APPLICATION FOR EDUCATIONAL SUPPORT PERSONNEL POSITION**

**Important**  
Transcripts showing all courses (copies are suitable) and credentials (including recommendations) must be submitted to complete your application file.

**PERSONAL DATA**

NAME

\_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT  
ADDRESS

\_\_\_\_\_  
STREET CITY STATE ZIP TELEPHONE

PERMANENT  
ADDRESS

\_\_\_\_\_  
STREET CITY STATE ZIP TELEPHONE

**PREFERRED POSITION**

(Example: First Choice: Classroom Aide — Second Choice: Cook)

FIRST CHOICE \_\_\_\_\_ SECOND CHOICE \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

	NAME	ADDRESS	TELEPHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

*It is the policy and practice of the District to decide all matters relating to employment on the basis of personal qualities and abilities. There is no discrimination because of race, religion, creed, color, sex, age, national origin, or physical or mental disability unrelated to ability. Applicants need not furnish any information which they believe to be a violation of their legal or constitutional rights. Any person who willfully makes certain false statements or material omissions in an application for employment may be guilty of a Class A misdemeanor.*

## LICENSURE

List below the Illinois license(s) for which you qualify. Indicate if the license has been issued or has been applied for.

Type	Number	Trade/Skill	Issued	Applied For

## EDUCATION

School/College/University Attended	Location (City, State)	Dates Inclusive	Degree Granted	Major	Minor

List below all schools, colleges or universities you have attended.

## EXPERIENCE

List, in reverse chronological order, all work experience.

Place	Location (City, State)	Dates Inclusive	Assignment	Supervisor's Name

Are you currently under contract? \_\_\_\_\_

When will you be available? \_\_\_\_\_

## SKILLS & EXPERIENCE

Please mark the activities/skills for which you are qualified:

### CLERICAL

\_\_\_ Typing

\_\_\_ Phone Reception

\_\_\_ Basic Accounting

\_\_\_ Office Guest Reception

\_\_\_ Document Preparation

\_\_\_ Other (please list)

### COMPUTER

\_\_\_ Word Processing

\_\_\_ Spreadsheet

\_\_\_ Database

\_\_\_ E-mail

\_\_\_ Other

### BOOKKEEPING

\_\_\_ Payroll

\_\_\_ Bank Balancing

\_\_\_ Fund Accounting

\_\_\_ Personnel Records

\_\_\_ Report Preparation

\_\_\_ Other

### SUPERVISE

\_\_\_ Bus

\_\_\_ Playground

\_\_\_ Lunchroom

\_\_\_ Clubs

\_\_\_ Other

## PERSONAL COMMENTS

What do you consider to be your chief accomplishments in your previous job?

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Please state your reason(s) for wanting to change your present position, or if not currently employed, why you want to join the staff of Sesser-Valier Community Unit School District #196.

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What are your professional goals and plans?

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In your own handwriting, please state why you feel you should be considered for the position for which you are applying. Please indicate your unique qualifications.

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*By signing below, I certify that the 1) answers and information set out in this application are true and correct; 2) information submitted in my resume or other written submission to Sesser-Valier Community Unit School District No. 196 (Sesser) is true and correct; and 3) statements and information provided in my communication(s) with Sesser or its agents are true, accurate and complete to the best of my knowledge. I acknowledge that if any answer, statement or information I provide or provided is not true, accurate, correct or complete, I may not be hired, or if already hired, I may be discharged. I voluntarily and knowingly authorize Sesser to investigate all statements contained in this application for employment and to investigate my character and qualifications. I authorize my prior employers, references, and others with information regarding my work, educational history or my character, to provide Sesser with all requested information and references, and to cooperate fully with the investigation of my character and qualifications. I voluntarily and knowingly authorize any present employer or supervisor, past employer or supervisor, college, university or other institution of learning, administrator, private business, personal reference and/or other persons to give records or information they may have concerning my earnings history, health, character and employment records or any other information requested by Sesser. I authorize the investigation of all statements or records provided during the application process, or any other information requested by Sesser. I voluntarily and knowingly, unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. This authorization shall be valid for six (6) months from the date it is signed, and a photographic or faxed copy of the authorization shall be as valid as the original. I acknowledge that as a condition of employment, I will be required to show original documentation of both identity and eligibility to work in the United States. I understand that this application is not a contract of employment. I also acknowledge that no oral representations have been made, and that no one within Sesser has the authority to make oral employment contracts. If employed, I hereby agree to comply with all relevant Illinois statutes affecting public school applicants and employees, and all pertinent rules, policies, procedures and regulations of Sesser-Valier Community Unit School District No. 196.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PLEASE RETURN YOUR COMPLETED APPLICATION TO THE ADDRESS LISTED ON THE FRONT OF THIS APPLICATION.