

**PEMBROKE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #259**



**PERSONNEL**  
**P.O. BOX 546**  
**Hopkins Park, IL 60944**

**Telephone: (815) 944-5448**  
**Fax: (815) 944-6750**

**PROFESSIONAL EMPLOYMENT APPLICATION**

Applicant Note: This application form is intended for use in evaluating your qualifications for employment. Please answer all questions completely and accurately. False or misleading statements on this form or during an interview will result in the termination of the application process or if discovered after employment will be grounds for termination of employment. **PLEASE DO NOT WRITE "SEE RESUME"**.

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

Date of Application: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

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

Present Telephone Number: ( ) \_\_\_\_\_ Permanent Telephone Number: ( ) \_\_\_\_\_

Have you previously filed an application with this school system?  Yes  No

If yes, under what name? \_\_\_\_\_ Date: \_\_\_\_\_

*Teachers Only:*

Are you currently under contract? \_\_\_\_\_ If yes, where? \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

When will you be available for assignment in our system? \_\_\_\_\_

**POSITION DESIRED**

\_\_\_\_\_ Elementary Teacher Grades in order of preference \_\_\_\_\_

\_\_\_\_\_ Middle School Teacher Subjects in order of preference \_\_\_\_\_

\_\_\_\_\_ Administrator and/or Teacher Title of Position Sought \_\_\_\_\_

\_\_\_\_\_ Professional Support Staff Title of Position Sought \_\_\_\_\_

**EDUCATION** (List below any school, college or university you have attended. Begin with high school and list in chronological order.)

Name of High School \_\_\_\_\_  Diploma  GED

College/University/ Trade School	Location	Dates Attended From To	Major/Program	Subjects with 18 or more semester hours	Degree/ Certificate

## WORK EXPERIENCE (Include all administrative, teaching, non-teaching and military experience.)

Dates From To	Employer and Address	Telephone Number	Supervisor	Position Held

## STUDENT TEACHING (TEACHER APPLICANTS ONLY)

Dates From To	School and Location <small>(Include address and phone number)</small>	Subject	Cooperating Teacher Name and Address	Supervising Teacher Name and Address

## REFERENCES

List three (3) persons, **NOT RELATED TO YOU**, who know you professionally. **Beginning teachers:** References must include your student teacher supervisor and cooperating teacher. **Experienced Teachers and Educational Administrator Applicants:** References must include most recent immediate supervisor. Professional references include people who know you through schools and universities, business associations, former employers, etc. **Reference forms must be mailed to Personnel in a sealed envelope by the person completing the reference.**

Name	Address	Telephone	Official Position

# GENERAL INFORMATION (If you answer yes to any question, explain on a separate sheet.)

1. Have you ever been convicted of any of the following violations?  Yes  No  
 A misdemeanor (other than minor traffic violation)?  Yes  No  
 A felony?  Yes  No  
 Any offense involving moral turpitude?  Yes  No
2. Have you ever had a teaching certificate or other professional certificate revoked/suspended in any state?  Yes  No
3. Have you ever been involuntarily terminated from any position or received other than an honorable discharged from the Armed Forces?  Yes  No
4. Have you ever received any formal disciplinary action from any supervisor?  Yes  No
5. Why do you want to leave your present position or why did you leave your last position? \_\_\_\_\_  
 \_\_\_\_\_
6. Why do you want to teach/work in the Pembroke Community Consolidated School District #259? \_\_\_\_\_  
 \_\_\_\_\_
7. List membership in professional organizations which you consider pertinent to your application? \_\_\_\_\_  
 \_\_\_\_\_
8. Teacher/Educational Administrator Applicants only: List your experiences working with students in Special Education, ESL, At-Risk, and/or Alternative programs. \_\_\_\_\_  
 \_\_\_\_\_
9. Do you have relatives who are currently employed in the Pembroke Community Consolidated School District #259? If yes, give the names, positions, schools and relationship \_\_\_\_\_  
 \_\_\_\_\_

**List the name of persons we may contact in the event we are unable to reach you at your phone or address.**

Name	Address	Telephone	Relationship

# CERTIFICATION

Illinois Certification:  Yes  No Date Issued \_\_\_\_\_ Type \_\_\_\_\_

Endorsements \_\_\_\_\_  
 \_\_\_\_\_



PEMBROKE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #259



PERSONNEL  
P.O. Box 546  
Hopkins Park, IL 60944

Telephone: (815) 944-5448  
Fax: (815) 944-6750

**CONFIDENTIAL REFERENCE FORM**

**TO BE COMPLETED BY APPLICANT**

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
          LAST                    FIRST                    MIDDLE/MAIDEN

I have applied with the Pembroke School District, Hopkins Park, IL for the following position(s) \_\_\_\_\_

I authorize you to provide the Pembroke School District with information regarding my suitability for employment. I further release and hold harmless my former from any action or liability for any information provided or statement made in good faith. I understand the evaluator will be providing this information on a confidential basis to the Pembroke School District, and not to me, and I waive any right that I may have to review this release.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY PERSON PROVIDING REFERENCE**

1. How long have you known the applicant? (Give dates if possible) \_\_\_\_\_
2. What was the applicant's position? \_\_\_\_\_
3. What were the dates of employment? \_\_\_\_\_
4. What was the applicant's reason for leaving? \_\_\_\_\_
5. Did the applicant receive any disciplinary action or reprimand?       \_\_\_\_\_ Yes       \_\_\_\_\_ No       \_\_\_\_\_ Not Known
6. Was the applicant asked to resign?   \_\_\_\_\_ Yes       \_\_\_\_\_ No       \_\_\_\_\_ Not Known
7. If a vacancy existed in your school/business for which the applicant was qualified, would you recommend him/her for employment? \_\_\_\_\_
8. Other Comments? \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

School/Agency/Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(OVER)

Name of Applicant \_\_\_\_\_

Please check the appropriate column rating COMPLETE ON ALL APPLICANTS	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	NOT OBSERVED
<i>Personality</i> –Shows those qualities that make teaching/working forceful and effective such as: A pleasant, cheerful disposition, enthusiasm and an appealing manner with others.						
<i>Personal Appearance</i> –Shows the type of grooming which reflects neatness, attentiveness and appropriateness of attire.						
<i>Physical Health</i> –Has posture and bearing which gives evidence of energy and vitality in daily responsibilities.						
<i>Emotional Stability</i> –Has control of emotions which results in a general moderateness.						
<i>Initiative</i> –Has the quality of seeing what needs to be done and is judicious in doing it with or without directions.						
<i>Leadership</i> –Has experience in collaborative planning and decision-making.						
<i>Ability to Work with Others</i> –Has a cooperative and open-minded attitude in working with others in the solution of mutual problems. Respects the opinions, ability and contributions of others.						
<i>Reliability</i> –Is consistent, dependable and accurate in carrying responsibilities to a successful conclusion.						
<i>Community Relationships</i> –Has ability to meet community/school situations with poise, understanding and tact resulting in friendly relationships.						
<i>Professional Growth</i> –Is willing to examine his/her teaching/working effectiveness and constantly seeks better procedures.						
<i>Demonstrates Standards and Performance Indicators</i> –Uses accurate up-to-date information, establishes relationships among facts, concepts, principles, skills, uses multiple presentations and explanations and responds accurately to student questions.						
<i>Manages</i> –Begins promptly, discourages or redirects digressions, follows planned sequence of activities with minimum digressions and makes effective use of time.						
<i>Manages Student Behavior</i> –Establishes classroom, school rules and procedures, monitors student adherence to rules and procedures and stops inappropriate behavior using reasonable sanctions.						
<i>Ability to Stimulate Learning</i> –Maintains a learning environment which stimulates the maximum growth of individual students and teachers.						
<i>Experience/Skills</i> –Has experience/skills in environment with students in the regular classroom setting with a wide range of abilities (ESL, At-Risk and Special Education students).						
<i>Sympathetic Understanding of Children</i> –Shows a sincere interest in children and in the solution of their problems.						
<i>Instructional Strategies</i> –Uses a variety of instructional strategies, including the use of technology when appropriate.						
<i>Uses Assessment Results</i> –Uses assessment data to determine achievement of objectives, to modify objectives, content and instructional strategies and to report progress to students, parents and the school community.						
<i>Complete Job Requirements According to Timeliness</i> – Completes school reports, attendance reports, grade reports, etc. on schedule.						
<i>Professional Attitudes</i> – Participates in activities which improve the status of the profession as a whole and of individual teachers.						

**This information will be treated confidentially and must be mailed in a sealed envelope by the person completing the form.**

PEMBROKE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #259



PERSONNEL  
P.O. Box 546  
Hopkins Park, IL 60944

Telephone: (815) 944-5448  
Fax: (815) 944-6750

**CONFIDENTIAL REFERENCE FORM**

**TO BE COMPLETED BY APPLICANT**

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
          LAST                  FIRST                  MIDDLE/MAIDEN

I have applied with the Pembroke School District, Hopkins Park, IL for the following position(s) \_\_\_\_\_

I authorize you to provide the Pembroke School District with information regarding my suitability for employment. I further release and hold harmless my former from any action or liability for any information provided or statement made in good faith. I understand the evaluator will be providing this information on a confidential basis to the Pembroke School District, and not to me, and I waive any right that I may have to review this release.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY PERSON PROVIDING REFERENCE**

- 9. How long have you known the applicant? (Give dates if possible) \_\_\_\_\_
- 10. What was the applicant's position? \_\_\_\_\_
- 11. What were the dates of employment? \_\_\_\_\_
- 12. What was the applicant's reason for leaving? \_\_\_\_\_
- 13. Did the applicant receive any disciplinary action or reprimand?       \_\_\_\_\_ Yes       \_\_\_\_\_ No       \_\_\_\_\_ Not Known
- 14. Was the applicant asked to resign?   \_\_\_\_\_ Yes       \_\_\_\_\_ No       \_\_\_\_\_ Not Known
- 15. If a vacancy existed in your school/business for which the applicant was qualified, would you recommend him/her for employment? \_\_\_\_\_
- 16. Other Comments? \_\_\_\_\_

Name \_\_\_\_\_  
School/Agency/Name \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_

Position \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Please check the appropriate column rating COMPLETE ON ALL APPLICANTS	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	NOT OBSERVED
<i>Personality</i> –Shows those qualities that make teaching/working forceful and effective such as: A pleasant, cheerful disposition, enthusiasm and an appealing manner with others.						
<i>Personal Appearance</i> –Shows the type of grooming which reflects neatness, attentiveness and appropriateness of attire.						
<i>Physical Health</i> –Has posture and bearing which gives evidence of energy and vitality in daily responsibilities.						
<i>Emotional Stability</i> –Has control of emotions which results in a general moderateness.						
<i>Initiative</i> –Has the quality of seeing what needs to be done and is judicious in doing it with or without directions.						
<i>Leadership</i> –Has experience in collaborative planning and decision-making.						
<i>Ability to Work with Others</i> –Has a cooperative and open-minded attitude in working with others in the solution of mutual problems. Respects the opinions, ability and contributions of others.						
<i>Reliability</i> –Is consistent, dependable and accurate in carrying responsibilities to a successful conclusion.						
<i>Community Relationships</i> –Has ability to meet community/school situations with poise, understanding and tact resulting in friendly relationships.						
<i>Professional Growth</i> –Is willing to examine his/her teaching/working effectiveness and constantly seeks better procedures.						
<i>Demonstrates Standards and Performance Indicators</i> –Uses accurate up-to-date information, establishes relationships among facts, concepts, principles , skills, uses multiple presentations and explanations and responds accurately to student questions.						
<i>Manages</i> –Begins promptly, discourages or redirects digressions, follows planned sequence of activities with minimum digressions and makes effective use of time.						
<i>Manages Student Behavior</i> –Establishes classroom, school rules and procedures, monitors student adherence to rules and procedures and stops inappropriate behavior using reasonable sanctions.						
<i>Ability to Stimulate Learning</i> –Maintains a learning environment which stimulates the maximum growth of individual students and teachers.						
<i>Experience/Skills</i> –Has experience/skills in environment with students in the regular classroom setting with a wide range of abilities (ESL, At-Risk and Special Education students).						
<i>Sympathetic Understanding of Children</i> –Shows a sincere interest in children and in the solution of their problems.						
<i>Instructional Strategies</i> –Uses a variety of instructional strategies, including the use of technology when appropriate.						
<i>Uses Assessment Results</i> –Uses assessment data to determine achievement of objectives, to modify objectives, content and instructional strategies and to report progress to students, parents and the school community.						
<i>Complete Job Requirements According to Timeliness</i> – Completes school reports, attendance reports, grade reports, etc. on schedule.						
<i>Professional Attitudes</i> – Participates in activities which improve the status of the profession as a whole and of individual teachers.						

**This information will be treated confidentially and must be mailed in a sealed envelope by the person completing the form.**



PEMBROKE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #259



**PERSONNEL**  
4120 South Wheeler Road  
Hopkins Park, IL 60944

**Telephone: (815) 944-5448**  
**Fax: (815) 944-6750**

**CONFIDENTIAL REFERENCE FORM**

**TO BE COMPLETED BY APPLICANT**

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
          LAST                  FIRST                  MIDDLE/MAIDEN

I have applied with the Pembroke School District, Hopkins Park, IL for the following position(s) \_\_\_\_\_

I authorize you to provide the Pembroke School District with information regarding my suitability for employment. I further release and hold harmless my former from any action or liability for any information provided or statement made in good faith. I understand the evaluator will be providing this information on a confidential basis to the Pembroke School District, and not to me, and I waive any right that I may have to review this release.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY PERSON PROVIDING REFERENCE**

17. How long have you known the applicant? (Give dates if possible) \_\_\_\_\_

18. What was the applicant's position? \_\_\_\_\_

19. What were the dates of employment? \_\_\_\_\_

20. What was the applicant's reason for leaving? \_\_\_\_\_

21. Did the applicant receive any disciplinary action or reprimand? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Known

22. Was the applicant asked to resign? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Known

23. If a vacancy existed in your school/business for which the applicant was qualified, would you recommend him/her for employment? \_\_\_\_\_

24. Other Comments? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

School/Agency/Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(OVER)

Name of Applicant \_\_\_\_\_

Please check the appropriate column rating COMPLETE ON ALL APPLICANTS	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	NOT OBSERVED
<i>Personality</i> –Shows those qualities that make teaching/working forceful and effective such as: A pleasant, cheerful disposition, enthusiasm and an appealing manner with others.						
<i>Personal Appearance</i> –Shows the type of grooming which reflects neatness, attentiveness and appropriateness of attire.						
<i>Physical Health</i> –Has posture and bearing which gives evidence of energy and vitality in daily responsibilities.						
<i>Emotional Stability</i> –Has control of emotions which results in a general moderateness.						
<i>Initiative</i> –Has the quality of seeing what needs to be done and is judicious in doing it with or without directions.						
<i>Leadership</i> –Has experience in collaborative planning and decision-making.						
<i>Ability to Work with Others</i> –Has a cooperative and open-minded attitude in working with others in the solution of mutual problems. Respects the opinions, ability and contributions of others.						
<i>Reliability</i> –Is consistent, dependable and accurate in carrying responsibilities to a successful conclusion.						
<i>Community Relationships</i> –Has ability to meet community/school situations with poise, understanding and tact resulting in friendly relationships.						
<i>Professional Growth</i> –Is willing to examine his/her teaching/working effectiveness and constantly seeks better procedures.						
<i>Demonstrates Standards and Performance Indicators</i> –Uses accurate up-to-date information, establishes relationships among facts, concepts, principles, skills, uses multiple presentations and explanations and responds accurately to student questions.						
<i>Manages</i> –Begins promptly, discourages or redirects digressions, follows planned sequence of activities with minimum digressions and makes effective use of time.						
<i>Manages Student Behavior</i> –Establishes classroom, school rules and procedures, monitors student adherence to rules and procedures and stops inappropriate behavior using reasonable sanctions.						
<i>Ability to Stimulate Learning</i> –Maintains a learning environment which stimulates the maximum growth of individual students and teachers.						
<i>Experience/Skills</i> –Has experience/skills in environment with students in the regular classroom setting with a wide range of abilities (ESL, At-Risk and Special Education students).						
<i>Sympathetic Understanding of Children</i> –Shows a sincere interest in children and in the solution of their problems.						
<i>Instructional Strategies</i> –Uses a variety of instructional strategies, including the use of technology when appropriate.						
<i>Uses Assessment Results</i> –Uses assessment data to determine achievement of objectives, to modify objectives, content and instructional strategies and to report progress to students, parents and the school community.						
<i>Complete Job Requirements According to Timeliness</i> – Completes school reports, attendance reports, grade reports, etc. on schedule.						
<i>Professional Attitudes</i> – Participates in activities which improve the status of the profession as a whole and of individual teachers.						

**This information will be treated confidentially and must be mailed in a sealed envelope by the person completing the form.**