



Return to:
 Spoon River College
 Human Resources
 23235 N. Co. 22
 Canton, IL 61520

NAME _____

POSITION _____

SPOON RIVER COLLEGE
 Illinois Community College District 534
 An Equal Opportunity Affirmative Action/Title IX Employer

Application for Employment

Spoon River College is an equal opportunity employer. We do not discriminate because of age, race, gender, disability, creed, religion, color, national origin, marital or veteran status, sexual orientation, or any other legally protected status.

PERSONAL INFORMATION.

Position(s) Applied For	Salary Desired	Date of Application
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Last Name	First Name	Middle Name
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Have you used a different name in the last 5 years? _____

Address	Street	City	State	Zip Code
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Telephone Number(s)	Home	Other
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If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No N/A

Have you ever filed an application with us before? Yes No If Yes, give date _____

Have you ever been employed with us before? Yes No If Yes, give date _____

May we contact your present employer? Yes No

If No, please comment _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
 **Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Temporary

If offered a part-time position, would you accept? Yes No

Are there commitments such as other employers, employment agreements, or non-compete agreements, which would affect your employment with us? _____

Can you travel if a job requires it? Yes No

Have you been convicted of a felony in the past 7 years? Yes No
 If Yes, please explain _____ Conviction will not necessarily disqualify an applicant from employment.

List friends/relatives that are currently employed by Spoon River College. _____

Summarize your desire to be a part of the Spoon River College Team.

EDUCATION. *As a condition of employment, transcripts must be supplied.*

<i>Name / Location of Institutions Attended</i>	<i>Degree or Course of Study</i>	<i>Diploma / Degree Received Hrs of Coursework</i>	<i>Years Completed</i>	<i>Completed</i>	<i>Year Received</i>
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College(s)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School(s)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Special Training, Technical Schools, etc.)				<input type="checkbox"/> Yes <input type="checkbox"/> No	

MILITARY SERVICE.

Have you ever served in the U.S. Armed Forces Yes No

Branch of Service _____

Date Entered _____ Date Discharged _____

Special Schools or Training

Brief description of duties

SKILLS AND QUALIFICATIONS. *Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.*

ADDITIONAL INFORMATION. List any professional society affiliations, honors, publications, awards or professional licenses held. (Any item, which indicates an individual's national origin or religion, may be omitted.)

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EMPLOYMENT HISTORY. Provide the following information on your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Please explain any gaps in employment.

EMPLOYER	TELEPHONE	Dates Employed	
ADDRESS		From	To
JOB TITLE		Hourly Rate / Salary	
		Starting	
IMMEDIATE SUPERVISOR AND TITLE	MAY WE CONTACT FOR REFERENCES?		
REASON FOR LEAVING		Final	
DESCRIBE WORK PERFORMED			

EMPLOYER	TELEPHONE	Dates Employed	
ADDRESS		From	To
JOB TITLE		Hourly Rate / Salary	
		Starting	
IMMEDIATE SUPERVISOR AND TITLE	MAY WE CONTACT FOR REFERENCES?		
REASON FOR LEAVING		Final	
DESCRIBE WORK PERFORMED			

EMPLOYER	TELEPHONE	Dates Employed	
ADDRESS		From	To
JOB TITLE		Hourly Rate / Salary	
		Starting	
IMMEDIATE SUPERVISOR AND TITLE	MAY WE CONTACT FOR REFERENCES?		
REASON FOR LEAVING		Final	
DESCRIBE WORK PERFORMED			

TEACHING EXPERIENCE. Provide the following information on your past and current teaching experiences, starting with the most recent (use additional sheets if necessary).

School(s)	Location	Position or Title	Position Status (full or part time)	Subject Matter Area	Years (e.g., 1980-81)	Salary	Reason for Leaving

REFERENCES. Please provide a minimum of three supervisory references

Name	Telephone	Employer / Occupation	Relationship

The policy of SPOON RIVER COLLEGE is to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations, and it will not unlawfully discriminate against any person because of age, race, gender, disability, creed, religion, color, national origin, marital or veteran status, sexual orientation, or any other legally protected status in any of its educational programs and activities. This commitment applies in all areas to students and College personnel as well as to relevant aspects concerning the choice of contractors and suppliers of goods and services and to the use of College facilities.

More specifically, in its employment practices SPOON RIVER COLLEGE continually seeks to employ and promote the best qualified individuals while endorsing the principles of Affirmative Action as prescribed in the President's Executive Orders No. 11246 and No. 11375, as well as all federal and state laws regarding equal employment opportunity.

Title IX of the Educational Amendments of 1972 prohibits SPOON RIVER COLLEGE from discriminating on the basis of sex in an educational program or activity it operates.

SPOON RIVER COLLEGE does not discriminate on the basis of gender in admissions, employment, or in the operation of any educational program or activity.

Any inquiries concerning the College's obligation under Title IX should be directed to the College's Title IX Compliance Officer.

Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit unlawful discrimination on the basis of disability. SPOON RIVER COLLEGE does not discriminate on the basis of disability in recruitment and employment of faculty and staff and the operation of any of its programs as specified by federal laws and regulations.

If additional space is needed for the requested information, please place the information on a separate sheet of paper and attach it to this application.

Applicants should have the following papers on file in the Human Resources Office before being considered for positions at SPOON RIVER COLLEGE.

1. Application Form (Required)
2. Certified Transcripts of academic work claimed on the application (Required)
3. Personal Resume (Optional – but not in lieu of completed application)
4. Recommendations (Optional)
5. Other documents you feel will assist in evaluating your qualifications (Optional)

Materials submitted for consideration as part of an application for employment are not returnable.

CERTIFICATIONS
(Fill in blanks where appropriate)

- A. If employed, the applicant must be able to verify employment eligibility in keeping with the Immigration Reform and Control Act of 1986. A valid driver's license (with photo identification) and an original Social Security card will meet this requirement. Can you meet the requirement of this law? Yes No
- B. I hereby certify that I am am not in default on any loan guaranteed by the Illinois State Scholarship Commission under the Higher Education Student Assistance law, any education loan made by an institution of higher education from the proceeds of loan to the institution by the Illinois Independent Higher Education Loan Authority Act, or any loan from public funds made for the purpose of financing an individual's attendance at an institution of higher education.
- C. I certify that the information provided on this application is both complete and accurate to the best of my knowledge. Further, I recognize that if employed, any false statements or important information not provided herein may be cause for dismissal.
- D. In accordance with Public Law 100-690, the Drug Free Workplace Act of 1988, it is the policy of SPOON RIVER COLLEGE that its work place be alcohol and drug-free. Accordingly, the College Board of Trustees adopted the following policy effective May 22, 1989. "The unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance is prohibited in and on the Spoon River College owned and controlled property. This prohibition applies to employees, students, and visitors." Will you abide by this policy if employed? Yes No
- E. I hereby waive written notice from my current employer and/or any previous employers, as provided by Section 7 of Illinois Public Act 83-1104, as amended, and authorize them to release information regarding any disciplinary actions against me within the past four years.

Applicant Signature: _____

Date: _____