

# APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer/Affirmative Action Employer

## Illinois State Board of Education

Human Resources (S-202)

100 North First Street

Springfield, Illinois 62777-0001

Phone: 217/782-6434

Fax: 217/524-0396

[www.isbe.net](http://www.isbe.net)

**PLEASE ANSWER ALL QUESTIONS COMPLETELY-TYPE OR, IN INK, LEGIBLY PRINT ANSWERS-USE ADDITIONAL PAGES AS NEEDED**  
**Form must be dated and signed where indicated or application is not valid.**

<b>PERSONAL</b>	NAME <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.			Last	First	Middle	SOCIAL SECURITY NUMBER			
	ADDRESS Street						HOME TELEPHONE			
	City			State		Zip Code		WORK TELEPHONE		
	E-MAIL ADDRESS				Yes <input type="checkbox"/> No <input type="checkbox"/> Have you ever worked for the Illinois State Board of Education?		CELL TELEPHONE			
	How did you hear about us?									
	CITIZENSHIP <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? If no, indicate:				Visa Type			Visa Number		
	<b>WORK PREFERENCES</b>									
	<input type="checkbox"/> Yes <input type="checkbox"/> No Are you willing to relocate?			<input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a car available for your use?						
	<input type="checkbox"/> Yes <input type="checkbox"/> No Will you travel if required?			<input type="checkbox"/> Yes <input type="checkbox"/> No Will you accept temporary employment?						
	<input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a valid driver's license?									
If your answer to any of the following question is "yes" please attach a signed detailed explanation.										
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever pled guilty to or been convicted of any criminal offense other than a minor traffic violation?										
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently in default on the repayment of any state educational loan?										
State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.										
CHOICE OF WORK LOCATION			<input type="checkbox"/> Chicago		<input type="checkbox"/> Springfield		<input type="checkbox"/> Other (Field- Based)			
<b>POSITION</b>	POSITION(S) APPLIED FOR				POSITION #	POSITION(S) APPLIED FOR				POSITION #
	1.					5.				
	2.					6.				
	3.					7.				
	4.					8.				
<b>EDUCATION</b>	SCHOOL	INDICATE YEARS COMPLETED	NAME OF SCHOOL		CITY, STATE		DATES ATTENDED		MAJOR OR FIELD	DIPLOMA OR DEGREE
							From To			
	High School									
	College or University									
	Graduate									
	Other (Voc., Tech., etc.)									
<b>ABILITIES</b>	<b>OTHER LICENSES, CERTIFICATES, EXPERIENCES AND TALENTS</b> Indicate additional information regarding any education, related experiences, activities, special abilities and knowledge you may possess.						<b>For ISBE USE ONLY</b>			



# VOLUNTARY RELEASE OF ETHNIC INFORMATION FOR EQUAL EMPLOYMENT OPPORTUNITY

The Illinois State Board of Education is required by federal law to maintain data on gender and ethnicity of all applicants for employment with the agency. This data is necessary to monitor ISBE's compliance with equal employment opportunity and affirmative action programs.

Submission of the information requested below is **VOLUNTARY** and failure to provide the information will not subject you to any adverse treatment.

All information submitted will be kept confidential to the fullest extent provided by law.

## PLEASE INDICATE THE ETHNICITY AND GENDER IN WHICH YOU IDENTIFY:

**CAUCASIAN** (not of Hispanic origin) - Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**AFRICAN AMERICAN** - Persons having origins in any of the African-American racial groups of Africa.

**HISPANIC** - Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**ASIAN or PACIFIC ISLANDER** - Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

**NATIVE AMERICAN INDIAN or ALASKAN NATIVE** - Persons having origins in any of the original peoples of North America

GENDER:  FEMALE  MALE

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

VACANCY LIST #: \_\_\_\_\_ POSITION #(S): \_\_\_\_\_