

# Harrisburg Community Unit School District #3

40 South Main Street  
Harrisburg, IL 62946  
Phone: 618 • 253-7637  
Fax: 618 • 253-2095

Web Site: [www.hbg.saline.k12.il.us](http://www.hbg.saline.k12.il.us)

# Certified Job Application

Application Date \_\_\_\_\_

*Blank application available on line for faster access.  
Application to be completed and submitted as a hard copy to the above address.*

## Personal Information

_____	_____	_____	_____
Last Name	First Name	Area Code	Phone
_____		_____	_____
Address		Area Code	Alternate Phone
_____		_____	
City, State, Zip		Social Security Number	

## Position Desired

This application pertains to **only one (1) job vacancy**. Note **ONLY** the position for which you are qualified/certified and wish to be considered. This application will be filed in only one specific category - if you hold multiple certifications, please complete a separate application for each area of certification. To save you time from completing multiple applications, complete the application and leave POSITION DESIRED BLANK, and make copies for the number of area/positions you wish to apply for and then complete **only the Position Desired** area for each of your certifications.

\_\_\_\_\_

Position Desired (specific)

\_\_\_\_\_

Date Available

**Have you applied here before?**

Yes \_\_\_\_\_

No \_\_\_\_\_ If so, date and position applied for

The Harrisburg Unit #3 Board of Education and administration would prefer, but it is not mandatory, to see the following information (*copies are acceptable*) included with your application:

- Transcripts
- Letter(s) of Recommendation
- Copy of your Certification(s)
- Resume'

When you have accumulated the above information, please return your application along with the additional data to 40 South Main Street, Harrisburg, IL 62946 **PLEASE DO NOT SUBMIT** the information separately.

**Can you, after employment, submit verification of your identity and legal right to work in the United States?**

Yes

No

**Employment type desired?**

Full-time

Part-time

**Medical exam necessary?**

Yes (District requirement when employed)

No

## Extra Curricular Interests

Indicate any of the following activities that you feel you could successfully coach/supervise:

Football     Band     Wrestling     Golf

Basketball     Drama     Quiz Bowl     Cross Country

Baseball     Forensics     Vocal Music     Cheerleader

Softball

Track

\_\_\_\_\_ Other specific interests

\_\_\_\_\_

**Have you ever been convicted of a felony? (Do not include convictions that have been sealed, expunged, or statutorily eradicated).**

Yes

No

## Education and Training

School	Major	Date	Degree

Please list, beginning with initial enrollment, all colleges/universities attended.  
 Please have your credentials and transcripts showing all college work attached, please submit with application. *Copies are acceptable.*

\_\_\_\_\_  
 Other Training, Honors, and Awards

\_\_\_\_\_

\_\_\_\_\_

## Teaching Experience

	Most Recent Employer	Previous Employer	Previous Employer
School District			
Address			
City, State, Zip			
Supervisor name			
Supervisor phone			
Your job title			
↓ Job Description	↓ Job Description	↓ Job Description	
Public School	<input type="radio"/> Public School	<input type="radio"/> Public School	<input type="radio"/> Public School
Private School	<input type="radio"/> Private School	<input type="radio"/> Private School	<input type="radio"/> Private School
Full Time/Part Time	<input type="radio"/> Full Time <input type="radio"/> Part Time	<input type="radio"/> Full Time <input type="radio"/> Part Time	<input type="radio"/> Full Time <input type="radio"/> Part Time
Dates Employed			
Salary			

## Student Teaching Experience

*Complete only if you have less than three years of teaching experience.*

Name of teacher training institution	
Name/City of school where student teaching was done	
University supervisor	
Grade levels/subjects taught	
Dates of student teaching experience	
Credit hours earned (express in semester hours)	

## References

Name			
Relationship			
Area Code/Phone			
Address			
City State Zip			

## Additional Personal Comments

Please use the following space for any additional information that you want to share with us that you believe may enhance your application with this district.


## Summary Information (Seniority Listing)

**Degree for Placement on Salary Schedule**

- Bachelors
- Bachelors + 16 Hours
- Bachelors + 24 Hours
- Masters
- Masters + 16 Hours
- Masters + 32 Hours
- Doctorate

**STEP / Years of Experience**

<input type="checkbox"/> 0	<input type="checkbox"/> 11
<input type="checkbox"/> 1	<input type="checkbox"/> 12
<input type="checkbox"/> 2	<input type="checkbox"/> 13
<input type="checkbox"/> 3	<input type="checkbox"/> 14
<input type="checkbox"/> 4	<input type="checkbox"/> 15
<input type="checkbox"/> 5	<input type="checkbox"/> 16
<input type="checkbox"/> 6	<input type="checkbox"/> 17
<input type="checkbox"/> 7	<input type="checkbox"/> 18
<input type="checkbox"/> 8	<input type="checkbox"/> 19
<input type="checkbox"/> 9	<input type="checkbox"/> 20
<input type="checkbox"/> 10	<input type="checkbox"/> 21

**Areas Endorsed to Teach at Middle School:**

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**Areas Endorsed to Teach at High School:**

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# Teaching Certificate Information

CODE	Type of Certificate
<input type="radio"/>	<b><u>Provisional Teaching Certificate</u></b> Valid for <u>2</u> years (05) <input type="radio"/> Early Childhood Teaching Certificate <i>Age 0 to Grade 3</i> (30) <input type="radio"/> Elementary Teaching <i>Kindergarten to Grade 9</i> (31) <input type="radio"/> High School Teaching <i>Grade 6 to Grade 12</i> (33) <input type="radio"/> Provisional Special Teaching <i>Kindergarten to Grade 12-Field Endorsed</i> (74) <input type="radio"/> School Service Personnel <i>Area of Service Endorsed</i> (76) <input type="radio"/> Administrative <i>Kindergarten to Grade 12</i>
<input type="radio"/>	(04) <b><u>Early Childhood Teaching Certificate</u></b> <i>Age 0 to Grade 3</i> <input type="radio"/> Initial -Valid for <u>4</u> years <input type="radio"/> Standard - Valid for <u>5</u> years <input type="radio"/> Master -Valid for <u>10</u> years
<input type="radio"/>	(03) <b><u>Elementary Teaching Certificate</u></b> <i>Kindergarten to Grade 9</i> <input type="radio"/> Initial - Valid for <u>4</u> years <input type="radio"/> Standard -Valid for <u>5</u> years <input type="radio"/> Master -Valid for <u>10</u> years
<input type="radio"/>	(09) <b><u>Secondary Teaching Certificate</u></b> <i>Grade 6 to Grade 12</i> <input type="radio"/> Initial - Valid for <u>4</u> years <input type="radio"/> Standard - Valid for <u>5</u> years <input type="radio"/> Master- Valid for <u>10</u> years
<input type="radio"/>	(10) <b><u>Special Teaching Certificate</u></b> <i>Kindergarten to Grade 12 - Field Endorsed</i> <input type="checkbox"/> Art <input type="checkbox"/> Music <input type="checkbox"/> Special Education Limited LBS1 <input type="checkbox"/> Special Education Unlimited LBS1 Other _____ <input type="radio"/> Initial - Valid for <u>4</u> years <input type="radio"/> Standard - Valid for <u>5</u> years <input type="radio"/> Master - Valid for <u>10</u> years
<input type="radio"/>	(73) <b><u>School Service Personnel Certificate</u></b> <i>K to Grade 12 - Area of Service Endorsed</i> <input type="radio"/> Guidance <input type="radio"/> School Social Worker <input type="radio"/> School Psychologist <input type="radio"/> School Nurse <input type="radio"/> Speech/Language Pathologist
<input type="radio"/>	(75) <b><u>Administrative Certificate</u></b> <i>Kindergarten to Grade 12</i> <input type="radio"/> Principal Endorsement <input type="radio"/> Superintendent Endorsement <input type="radio"/> Other _____

\_\_\_\_\_  
**Certificate Number**

\_\_\_\_\_  
**Grade Level**

**Certificate Endorsement(s):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Are you under contract?**

- Yes  
 No

\_\_\_\_\_  
 Date Available

**Please Read and Sign Below**

I hereby certify that the above statements are true and complete to the best of my knowledge and that, if employed, false statements herein shall be considered sufficient cause for dismissal. I also understand that before any teaching contract becomes effective, and before compensation is possible, a valid Illinois teaching certificate must be filed in the office of the Superintendent of the Educational Service Region (512 North Main Street, Harrisburg, Illinois 62946, 253-5581). I further understand that upon employment by Harrisburg Community Unit School District #3 the above factual statement become part of my permanent record with the district.

**Notice**

***Please be advised your application will remain on file for at least one (1) year from the date of submission.***

**Reminder**

***Please do not submit your application until you have ALL your additional documentation.***

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of applicant