

**Harrisburg Community Unit  
School District #3**

P.O. Box 725, 333 West College St.  
Harrisburg, IL 62946  
Phone: 618 • 253-7637  
Fax: 618 • 253-2095  
Web Site: www.hbg.saline.k12.il.us

# Custodial Non-Certified Job Application

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

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

## Personal Information

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

## Position Desired

**Please note this application is ONLY for one position for which you wished to be considered.**  
Please complete a separate application for any other area(s) of employment you wish to be considered.



### **Custodial Position Desired (full time)**

8 Hours per day with full benefits

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

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:

- Letter(s) of Recommendation
- Resume'

When you have accumulated the above information, please return your application along with the additional data to 333 West College Street, Harrisburg, IL 62946 **PLEASE DO NOT SUBMIT** the information separately.

**Have you applied here before?**

- Yes
- No

\_\_\_\_\_   
If so, date and position applied for

**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

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

- Yes
- No

Please complete back of this page . . .

## Education and Training

School	Credit Hours (express in semester hours)	Date (From--To)	Degree

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

## References

Name			
Relationship			
Area Code/Phone			
Address			
City State Zip			

## Experience

Dates of Employment		Full-Time or Part-time (F or P-T)	Type of Work	Location		Employer Name
from	to			City	State	

## 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.


**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 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.

**Reminder**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant