



**MONFORTON SCHOOL DISTRICT #27  
APPLICATION FOR EMPLOYMENT**

1. Position applying for \_\_\_\_\_
2. Name \_\_\_\_\_ 3. Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_
4. Address \_\_\_\_\_ 5. Zip Code \_\_\_\_\_
6. Can you show proof of your eligibility to work in the U.S?      Yes  No

| 7. Educational Attainment |                                   |                 |                  |
|---------------------------|-----------------------------------|-----------------|------------------|
| Level                     | Name and Location<br>(City/State) | Course of Study | Completed Degree |
| Last High School Attended |                                   |                 |                  |
| College or University     |                                   |                 |                  |
| Graduate School           |                                   |                 |                  |
| Business or Vocational    |                                   |                 |                  |
| Other<br>(Please Specify) |                                   |                 |                  |

8. Professional licenses or certificates:

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|  |
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9. **EMPLOYMENT RECORD.** Begin with your present job, and list your employment in reverse order for the last five (5) years. Include military service. (Attach additional sheet if necessary)

| Where Employed and Name, Title and Phone Number of Supervisor | Title of job and duties | Mo/Yr Start | Mo/Yr End | Reason For leaving |
|---|-------------------------|-------------|-----------|--------------------|
|   |                         |             |           |                    |
|   |                         |             |           |                    |

| Where Employed and Name, Title and Phone Number of Supervisor | Title of job and duties | Mo/Yr Start | Mo/Yr End | Reason For leaving |
|---|-------------------------|-------------|-----------|--------------------|
|   |                         |             |           |                    |
|   |                         |             |           |                    |

10. Indicate your experience by checking or filling in the appropriate spaces:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Keyboard ____ (wpm)   | <input type="checkbox"/> Microsoft Publisher     | <input type="checkbox"/> Bus Driving             |
| <input type="checkbox"/> Calculator Data Entry | <input type="checkbox"/> Instructional Assistant | <input type="checkbox"/> Multi-line phone system |
| <input type="checkbox"/> Microsoft Excel       | <input type="checkbox"/> Playground Supervision  | <input type="checkbox"/> Bookkeeping             |
| <input type="checkbox"/> Macintosh PC          | <input type="checkbox"/> Accounting              | <input type="checkbox"/> Food Service            |
| <input type="checkbox"/> Windows PC            | <input type="checkbox"/> Bilingual (Language)    | <input type="checkbox"/> Meal Preparation        |
| <input type="checkbox"/> Microsoft Word        | <input type="checkbox"/> Child Care              | <input type="checkbox"/> Cashier                 |
| <input type="checkbox"/> Microsoft Powerpoint  | <input type="checkbox"/> Other:                  |  |

11. If there are references other than immediate supervisors whom you would like Monforton School to contact, please indicate below:

| Name and Title | Company and Address | Telephone No. & E-Mail |
|----------------|---------------------|------------------------|
|                |                     |                        |
|                |                     |                        |

12. Describe other **relevant** experiences not listed above (such as volunteer work in community or civic activities)

