



5201 US Hwy 6 Portage, IN 46368

EMPLOYMENT APPLICATION
(PLEASE PRINT)

PERSONAL DATA

Name _____ Date _____
Last First Middle

Address _____
Street Address Apartment/Unit #

City State Zip Code

Phone _____ Email _____

TEACHING PREFERENCES AND COMPETENCIES

Level Preferred: (Please indicate your 1st, 2nd, and 3rd choice of locations)

____ Neighbors' New Vistas High School ____ Neighbors' Adult Education ____ Either

Position Applied For: _____

List other subjects you are qualified to teach: _____

List any activities you are willing to supervise; i.e. clubs, groups, etc. _____

Date Available: _____ Desired Salary: _____

List and give the extent of any special training you have had that is not mentioned above.



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CERTIFICATION

Note: Please submit a photocopy of all of your Indiana teaching certificates with this application.

Indiana Certificates You Hold	Date Issued	Date of Expiration	Certificate Number	Subject or Grades Appearing on Certificates

EDUCATIONAL BACKGROUND

List high schools, colleges, universities, and training institutions attended.

	Dates Attended	School and Location	Degree/Date	Major and Minor	Semester Hours	Grade Average
H. S.			Diploma			
U N I V E R S I T I E S						
O T H E R						



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EXPERIENCE

(Present or Most Recent First)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
		Work Performed:	Reason for Leaving:	
Name/Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
		Work Performed:	Reason for Leaving:	
Name/Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
		Work Performed:	Reason for Leaving:	
Name/Title of Supervisor:				Final Yearly Salary:

Please list activities that you are qualified to supervise or coach:

NEO



NEIGHBORS'
EDUCATIONAL
OPPORTUNITIES

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Neighbors' Educational Opportunities, Inc. (NEO) is an Equal Opportunities Employer and will not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies.

REFERENCES

Please list three professional references.

Name	Position	Address	Telephone

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and /or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:



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GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer “Yes” to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of “nolo contendere” (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? YES NO

Are you currently under charges for a criminal offense? YES NO

Within the last ten years, have you been fired from any job for any reason? YES NO

Have you ever been professionally disciplined in any state? YES NO

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.

Are you subject to any visa or immigration status, which would prevent lawful employment? YES NO

Note: If you answered “YES” to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet.



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AUTHORIZATION TO RELEASE

I authorize the administration of NEO to check my employment history, including, without limitation, references, and to seek the release of investigatory information, including a criminal background check. I also authorize these private or public employees or local, state, or federal agencies to provide NEO any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

Signature: _____

Date: _____

I expressly waive, in connection with any request for or provision of such information, any claims, causes, or actions, including without limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against NEO, its officials, employees, or trustees.

Signature: _____

Date: _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____



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EMERGENCY CONTACTS

Please list three emergency contacts.

Primary Contact:		Primary Phone:	
Relationship:		Work Phone:	
Address:	City:	State:	Zip:
Secondary Contact:		Primary Phone:	
Relationship:		Secondary Phone:	
Address:	City:	State:	Zip:
Other Contact:		Primary Phone:	
Relationship:		Secondary Phone:	
Address:	City:	State:	Zip:



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Demographic Information *

(Required for Federal EEOC reporting. Please check one.)

In order to comply with Federal Equal Employment Opportunity recordkeeping and reporting requirements, DuPage County is required to survey its workforce for certain demographic information. Accordingly, we ask that you provide the following information. Self-identification of your race/ethnicity is voluntary. If you choose not to self-identify, you must check the box indicating that you have reviewed the form and elected not to identify your race/ethnicity. Declining to self-identify will not subject you to any adverse treatment, nor will self-identifying result in favorable treatment.

- White (not Hispanic origin)
- Black (Not Hispanic of Latino)
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native
- If you choose not to self-identify your race or ethnicity, please check box

Signature: _____

Date: _____

Print Name: _____

*THE INFORMATION WILL BE USED ONLY IN ACCORDANCE WITH THE PROVISION OF APPLICABLE LAWS, REGULATIONS AND EXECUTIVE ORDERS, INCLUDING THOSE THAT REQUIRE INFORMATION TO BE SUMMARIZED AND REPORTED TP THE GOVERNMENT.