

Kevin Spain
Superintendent
114 S. Eighth St.
Elkville, Illinois 62932
Phone (618) 568-1321
Fax (618) 568-1152

Elverado CUSD #196

Dear Applicant:

We appreciate your interest in attaining a position with Elverado Community Unit School District No. 196. Following are the required documents and necessary steps in the application process.

Application for Non-Teaching Position

Please complete the attached form and submit. You may complete the application form and mail it with the other required documents to the address listed below.

Credentials

Please provide the following items:

- Two letters of recommendation from individuals most able to judge your professional qualifications for the position to which you are applying.
- Copy of any college transcripts
- Copy of certificate(s)(if applicable)

No applicant will be considered until all requested documents are submitted. Applications and credentials will be kept on file until June 30th of the school year in which you are applying. If you would like your application and credentials be kept on file past this date you must request so in writing. All necessary documentation should be mailed to Kevin Spain - Superintendent, Elverado Community Unit School District #196, PO Box 130, Elkville, IL 62932.

Yours in Education,

Kevin Spain
Superintendent

..... Come Learn With Us

Elverado Community Unit School District No. 196

P.O. Box 130
114 S. Eighth St
Elkville, IL 62932
District Office (618) 568-1321
District Fax (618) 568-1152

**Application for Employment
(Non-Teaching Position)**

Personal Information

Name

Last

First

Middle

Address

Street

City

State

Zip Code

Phone

() _____ () _____

Daytime

Evening

E-mail

Preferred Position

(e.g.- First Choice: Custodian Second Choice: Instructional Aide)

First Choice

Second Choice

References

Name	Address	Phone	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Certification (If applying for Aide)

Please indicate the Illinois certificates for which you qualify. Indicate if the certificate has been issued or has been applied for.

Type	Certificate Number	Type	Date Issued	Applied For

Elverado CUSD #196 is an equal opportunity employer. The district provides equal employment opportunities to all persons regardless of race, color, creed, religion, sex, age, national origin, sexual orientation, or physical or mental disability. Any person who willfully makes a false statement on his/her application for employment is guilty of a Class A misdemeanor.

Education

List all colleges or universities you have attended

College/University	Location (City,State)	Dates	Degree/Hrs Received	Major	Minor

Work Experience

List in reverse chronological order all work experience. Include other experience as well as teaching and/or administrative. Beginning teachers should include student teaching experience.

Place	Location (City,State)	Dates	Assignment	Supervisor's Name

Personal Comments

Please provide enough information to answer the following questions completely.

In your own words, please state why you feel you should be considered for the position for which you are applying. Please indicate your unique qualifications.

By signing below, or electronically affixing my name to this application, I affirm that the statements included in this application are true and correct to the best of my knowledge and belief. I further authorize any individual, company, or institution with whom I have been associated to furnish Elverado Community Unit School District No. 196 with any information concerning my employment. If employed, I hereby agree to comply with all relevant Illinois statutes affecting public school applicants and employees, and all pertinent rules, policies, procedures and regulations of Elverado Community Unit School District No. 196.

Signature

Date