

# ADMINISTRATIVE ASST./SECRETARY APPLICATION

Directions: Please submit/mail this completed application with a letter of interest. The letter of interest should include paragraphs detailing your experiences working with children, your experiences working in an office setting, and how you view the relationship of a secretary to the total school program.

Submit/Mail to:  
Principal  
East Dubuque HS/JH  
200 Parklane Drive  
East Dubuque, IL 61025

Name \_\_\_\_\_ Date \_\_\_\_\_  
LAST                      FIRST                      MIDDLE

Address \_\_\_\_\_  
STREET                      CITY                      STATE                      ZIP

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_  
 (Completion of number is optional. Social security number may be required on other form(s) prior to employment.)

Please rate your mastery in the following areas using this legend: E=Excellent; P=Proficient; NI=Needs Improvement; NO=No Experience

\_\_\_\_\_ People Skills                      \_\_\_\_\_ Word Processing (MS Word)                      \_\_\_\_\_ Bookkeeping  
 \_\_\_\_\_ Receptionist/Telephone                      \_\_\_\_\_ Spreadsheets (MS Excel)                      \_\_\_\_\_ General Computer Skills

### EDUCATION:

School Attended	Name of School	Street Address City, State	Calendar Years Attended	Grade or Degree Completed
High School				
Postsecondary				
Postsecondary				

### WORK EXPERIENCE:

List work experiences in reverse chronological order preceding the date of this application.

Name of Firm, Institution, etc. Street Address City, State, Zip	Immediate Supervisor Work Phone Number	Period of Service Give Exact Dates Month and Year	Type or Work	Give Reason(s) For Leaving This Position
		From _____ To _____		
		From _____ To _____		
		From _____ To _____		

**REFERENCES:**

Three references are required. Give names, telephone numbers, and addresses of persons for whom you have worked or are now working. The complete mailing address must be included. References may be requested to complete a telephone and/or written survey.

Name Include Daytime Telephone Number	Complete Mailing Address Including Zip Code	Relation to Your Work
Name _____ Phone _____		
Name _____ Phone _____		
Name _____ Phone _____		

**GENERAL INFORMATION:**

**If you answer "Yes" to any of the questions below, please attach a separate sheet of paper with a detailed explanation.**

Have you ever been discharged or requested to resign from a position? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever had a certificate or license revoked or suspended? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a violation of law other than a minor traffic offense? Yes \_\_\_\_\_ No \_\_\_\_\_

Are any criminal charges or proceedings pending against you? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you listed on the Child Abuse Registry? Yes \_\_\_\_\_ No \_\_\_\_\_

Estimate your total absence from work or school for the last three years and explain the reason(s). \_\_\_\_\_

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources.

I waive my right of access or the rights of a designated representative to any such information and, without limitation, hereby release the school district and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Illinois or other State Department of Social Services and/or Child Protective Services and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission or falsely answered statement made by me on this application or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the East Dubuque School District.

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

**Equal Opportunity Employer**

The East Dubuque School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories. For information regarding procedures for discrimination complaints, contact the district compliance officer.