

North Cook Intermediate Service Center and North Cook Young Adult Academy do not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, unfavorable military discharge or any other unlawful basis in the recruitment, selection or employment of its employees.

Individuals requiring accommodations and/or assistance in the application process should contact Dr. Richard T. Glinka at 847-824-8300, x239. North Cook Intermediate Service Center and North Cook Young Adult Academy are equal opportunity employers and educators.



Application for Employment

**North Cook Intermediate Service Center
2340 Des Plaines River Road, Suite 414
Des Plaines, IL 60018**

www.ncisc.org

Work Experience

Please list in chronological order.

Name and location of employer	Dates	Nature of Work	Annual Salary	Reason for leaving

Have you ever been dismissed from a position or asked to resign? Yes _____ No _____ If yes, please explain _____

Have you pleaded guilty or been convicted of a felony or misdemeanor more serious than a routine traffic violation?*

Yes _____ No _____ If yes, please explain _____

Why do you wish to leave your present position? _____

To which professional organizations do you belong? _____

List any offices, honors, professional society memberships, or other significant accomplishments. _____

What are your hobbies or special interests? _____

When could you begin work here? _____

An interview is necessary before a candidate is selected. Are you willing to come to North Cook ISC at your own expense if you are asked to do so? Yes _____ No _____

*You are not obligated to disclose sealed or expunged records of convictions or arrests.

References

Please list as references employers/supervisors who are familiar with your work.

Name/Title	Organization	Address	Telephone Number

When you are no longer interested in applying for this position at North Cook ISC, the personnel department, 2340 Des Plaines River Road, Suite 414, Des Plaines, IL 60018 – 847-824-8300 would appreciate your letting us know.

How did you find out about this position? Newspaper (name), Publication (name), Internet (address), Colleague or Friend, Other _____

Applicant's Acknowledgement and Agreement

Applicants for the position of teacher or other certified position are advised that the making of a willfully false statement or knowing omission of any employment history on this application may constitute a Class A misdemeanor. Any materially false statements or omissions on this application for employment will be reason to deny the application for hire and will lead to termination of employment. Accordingly, I hereby acknowledge that the statements made herein are accurate and that I have not omitted any requested information.

I understand that prior to being hired, North Cook Intermediate Service Center may verify the information contained in the application including contacting all of my prior employers.

I acknowledge that if I am hired, I will be required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease in accordance with Section 24-5 of the *School Code*.

I acknowledge that if I am hired, I will be required to abide by all rules, regulations and board policies of North Cook Intermediate Service Center.

Applicant's Signature

Date

Authorization for Criminal Background Check

I authorize a background check into my prior employment and educational qualifications. I understand that I am subject to a criminal background investigation in accordance with the laws of the State of Illinois. I further understand that employment is contingent on my successfully passing the Center's criminal background check, and that I may be subjected to immediate dismissal if the investigation discloses convictions of certain specified offenses under §10-21.9 of the Illinois School Code, 105 ILCS 5/10-21.9, or in accordance with Center policy and practice. I hereby authorize the Center to initiate a criminal background check by the Illinois Department of State Police and agree to execute any forms required for said investigation.

Applicant's Signature

Date

**Return this application to: Personnel Services
North Cook Intermediate Service Center
2340 Des Plaines River Road, Suite 414
Des Plaines, IL 60018**

Complete these four (4) pages if you are applying for a certificated position with North Cook ISC – North Cook Young Adult Academy.

List below the number of semester hours of credit you have in each of the subjects you are qualified to teach. List separately in the block provided the semester hours in professional education courses you have taken. If you are applying for a position in counseling, please indicate in the block provided the number of hours you have taken in that field.

Subject	Undergraduate hours	Graduate hours

Subject	Undergraduate hours	Graduate hours
Professional education		
Student teaching		

General scholastic average _____ Scholastic average in field of application _____
on a scale of _____ on a scale of _____

Do you have a current Illinois certificate? Yes _____ No _____

If so, what kind of certificate do you have? _____

Do you hold a certificate in another state? Yes _____ No _____ What state? _____

What type of certificate? _____

Experience in public and private schools?

Please include student teaching and list in chronological order.

Name and location of school	School enrollment	Dates	Nature of Work (grades, subjects, activities)	Annual Salary	Reason for leaving

Total years of teaching experience: _____

Please attach one complete transcript of all your college work or request that it be sent to North Cook ISC at once. You will not be considered an applicant for a position until we have received a copy of your transcript(s). If you are under contract elsewhere, you are required to secure satisfactory written release before appointment here.

3. Describe a professional encounter of which you are particularly proud. As an educator, describe how you "made a real difference" in the life of a particular student or group of students. Be as specific as possible. (Do not use students' full names.)

4. Describe your philosophy of education.