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EMPLOYMENT APPLICATION – SUPPORT PERSONNEL

NAME _____

ADDRESS _____
STREET CITY STATE ZIP CODE

TELEPHONE HOME: _____ CELL: _____

POSITION DESIRED

(Check appropriate box. You may check more than one)

☐ Clerical / Secretarial

☐ Teacher Aide

☐ Custodian

☐ Maintenance

☐ Crossing Guard

☐ Bus Driver

☐ Bus Monitor

☐ Lunch Room Supervisor

☐ Kitchen Help

☐ Before/After School Supervisor

☐ Other _____

What skills do you have to qualify you for this/these position(s)? _____

WORK SCHEDULE (Check every box that applies to you)

I am applying for: ☐ Permanent Position ☐ Substitute Position ☐ Full Time ☐ Part-time

Substitutes: Circle days you are **NOT** available to work M T W TH F

If you have any professional licenses or certificates, describe them below:

Teaching Certificate Type _____ Certificate _____

Endorsements _____/_____/_____/_____

Illinois Teacher Aide Approval Number _____

Registered Professional Nurse License # _____

Commercial Vehicle License License # _____

EDUCATION AND TRAINING

SCHOOL AND LOCATION	CIRCLE YEARS COMPLETED	MAJOR COURSE OF STUDY	DEGREE OR DIPLOMA
HIGH SCHOOL	1 2 3 4		
COLLEGE	1 2 3 4		
COLLEGE	1 2 3 4		
TRADE OR PROFESSIONAL SCHOOL	1 2 3 4		
MILITARY SERVICE			

PREVIOUS EMPLOYMENT *List your four most recent employers*

Provide name of immediate supervisor for reference contact. If currently employed, may we contact your present employer? ____

EMPLOYER/CITY & STATE	POSITION	SUPERVISOR'S NAME & PHONE NUMBER	REASON FOR LEAVING	DATES From To

PERSONAL REFERENCES *List names, relationship, occupation, and phone # of two persons (not family members) who have known you and whom we may contact for a reference.*

NAME	RELATIONSHIP	OCCUPATION	PHONE #	HOW LONG HAVE YOU KNOWN THIS PERSON

PLEASE READ, ANSWER, AND SIGN

Applicant participation in the following conditions of employment in MES School District #150 is part of the application and orientation process.

1. A personal interview is required.
 2. The candidate will read and have an opportunity to discuss the job description of the position(s) he/she is applying for.
 3. The candidate will be informed of starting salary, working hours, and benefits associated with the position he/she is applying for.
 4. A criminal background investigation (including fingerprints) will be conducted.
 5. References (including current and previous) may be checked out.
 6. A TB Skin test and physical examination will be completed at the candidate's expense.
- Have you ever been convicted of a felony which resulted in imprisonment? Yes No
- I hereby agree to participate in all interviews and cooperate with other activities that may be required of me as part of the application and orientation process. I understand that I may ask questions during this process to gain a full understanding of what is expected of me as an employee of MES District #150.
- I hereby certify that the above statements are true and complete to the best of my knowledge. I understand that any misrepresentation, falsification, or omissions will be sufficient cause for cancellation of this application or discharge from employment. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including contacting references identified.

SIGNATURE OF APPLICANT _____

DATE _____

EQUAL OPPORTUNITY EMPLOYER

Marseilles Elementary School District #150 is an equal opportunity employer and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under state, federal or local equal opportunity laws.

RETURN COMPLETED APPLICATION TO:

**MARSEILLES ELEMENTARY SCHOOL #150
DISTRICT OFFICE
201 CHICAGO ST.
MARSEILLES, IL 61350**