



APPLICATION FOR EMPLOYMENT

SOCIAL SECURITY NUMBER

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Chicago School Supply

INSTRUCTIONS: Read the detailed instructions on the final page of this application before completing this application form. Type or print answers to ALL questions.

DO NOT WRITE in shaded area		Reason for Disqualification						
		1. Lack of Gen. Exp.	3. Lack of Sp. Exp.					
		2. Length of Gen. Exp.	4. Length of Sp. Exp.					
		5. Other _____						
JOB TITLE								
NAME (Last)		(First)	(MI) SUFFIX (JR., DR.)					
ADDRESS (Number and Street)								
CITY		STATE	ZIP CODE (Last 4 digits are optional)					
AREA CODE	HOME PHONE NUMBER	AREA CODE	BUSINESS PHONE NUMBER EXTENSION					
Cellular Phone Number:		E-mail Address:						
Area Code		Cell Phone Number						
May we call you at work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Drivers License	<input type="checkbox"/> Yes <input type="checkbox"/> No					
If you are 17 years old or younger, enter your age								
What kind of position ?	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Either					
EDUCATION: Have you graduated from High School or received a High School equivalency diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No, circle highest grade completed:								
No 1 2 3 4 5 6 7 8 9 10 11 12								
SCHOOL	NAME	ADDRESS	DATES ATTENDED		CREDIT HOURS COMPLETED	TYPE OF DEGREE RECEIVED	MAJOR COURSE OF STUDY	DID YOU GRADUATE?
			FROM	TO				
TECHNICAL OR BUSINESS								
COLLEGE OR UNIVERSITY								
OTHER EDUCATION								
OTHER LICENSES OR CERTIFICATES REQUIRED FOR THIS POSITION (E.G., teaching, sales, computer software)								
KIND(S)	ISSUED BY	DATE ISSUED	EXPIRATION DATE	NO.				
Do you speak, read or write a language other than English?				<input type="checkbox"/> Yes (specify language)	(This information is voluntary.)			

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INSTRUCTIONS

Beginning with your **PRESENT OR MOST RECENT** employment or volunteer experience and **working backward**, list all positions held **which are necessary for determining your eligibility for employment as stated on the job announcement**. List all positions (titles) separately, even if with the same employer. Clearly describe the work (duties) you personally performed. If additional space is required, attach an 8 1/2" x 11" sheet, **using the same format and include your social security**. Continue the number sequence for additional jobs listed. **You must fill out this application completely even if you attach a resume.**

Official Job title (Start with most recent job)			Company Name			Type of Business		
Title of Immediate Supervisor			Dept. Where Assigned			Business Address/Phone No.		
Employed From (Mo.)	(Yr.)	To: (Mo.)	(Yr.)	Total (Yrs. Mos.)	Salary or Wage		Hours Per Week	
					\$	Per	(Full time)	(Part-time)
No. and Titles of Employees Supervised by You					Reason for Leaving			
DUTIES (must be listed)								
Official Job title			Company Name			Type of Business		
Title of Immediate Supervisor			Dept. Where Assigned			Business Address/Phone No.		
Employed From (Mo.)	(Yr.)	To: (Mo.)	(Yr.)	Total (Yrs. Mos.)	Salary or Wage		Hours Per Week	
					\$	Per	(Full time)	(Part-time)
No. and Titles of Employees Supervised by You					Reason for Leaving			
DUTIES (must be listed)								
Official Job title			Company Name			Type of Business		
Title of Immediate Supervisor			Dept. Where Assigned			Business Address/Phone No.		
Employed From (Mo.)	(Yr.)	To: (Mo.)	(Yr.)	Total (Yrs. Mos.)	Salary or Wage		Hours Per Week	
					\$	Per	(Full time)	(Part-time)
No. and Titles of Employees Supervised by You					Reason for Leaving			
DUTIES (must be listed)								

CERTIFICATION: I certify that the statements made by me on this application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment.

SIGNED: _____ DATE: _____

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CONTACT: May we contact your present employer?

Yes

No

CRIMINAL CONVICTIONS: Answers to the following question will be considered for employment purposes if relevant to the position for which you are applying.

Have you ever been CONVICTED of an offense against criminal or military law, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a youth offender law.)

Yes

No

If "YES", please attach a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release.

Special Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Illinois General Statutes.

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Voluntary:

In order to meet State and Federal reporting requirements, we are requesting that you voluntarily supply the following information. This data will not be considered in the evaluation of your application and is optional.

A. SEX: Female Male

B. RACE/ETHNIC DATA

- 1. BLACK (not of Hispanic Origin): Persons having origins in any of the black racial groups of Africa.
- 2. HISPANIC: Persons of Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race.
- 3. WHITE (not of Hispanic Origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- 4. AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- 5. ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southeast Asia the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

C. PRIMARY SOURCE OF JOB INFORMATION: Where did you learn about this employment opportunity? Check the appropriate box (es) below:

- 1. Internet site.
- 2. Newspaper, professional journal, radio or TV advertisement.
- 3. Posting.
- 4. Direct e-mail or paper mailing.
- 5. Present employee.
- 6. Career fair.
- 7. Other: Please specify: _____