

JACKSONVILLE SCHOOL DISTRICT #117

SUBSTITUTE APPLICATION FORM

Please Print Clearly

Jacksonville School District #117 is an Equal Opportunity Employer. Applicants are considered 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.

DATE: _____

Are you currently drawing TRS Retirement? Yes _____ No _____

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

EMAIL ADDRESS (required) _____

PRIMARY TELEPHONE (for Aesop) _____

SECONDARY TELEPHONE _____

Position(s) for which you are willing to sub (mark all that apply):

____ Teachers ____ *Paraprofessionals ____ *Secretaries ____ Nurses (RNs Only)

Substitutes must have a valid Illinois Professional Educator License which has been registered with the Regional Office of Education in Morgan County, Illinois.

Do you hold a valid Illinois Educator License(Y/N)? _____ License Expiration Date _____

(Provide a copy of license to JSD117)

Type of License (check one): _____ Professional Educator License

_____ *Substitute Educator License

_____ *Paraprofessional License

If hired, can you furnish proof of age? Yes _____ No _____

Have you ever been convicted of any crime other than a minor traffic violation? Yes _____ No _____

If yes, explain, indicating type of violation, date and court location. **Please note: Illinois School Code prohibits any school from employing a person who has been convicted for committing a Class X Felony or any one of the other offenses as defined in certain sections of the Criminal Code, the Cannabis Control Act, the Illinois Controlled "Substances act, the Methamphetamine Control and Community Protection Act, any person found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to Article II of the Juvenile Court Act of 1987 and any offense committed or attempted in another state which would have been punishable as one or more of the foregoing offenses.**

ESSENTIAL JOB FUNCTIONS: To perform this job successfully, an individual must be able to perform each of the essential job requirements listed in the job description. Reasonable accommodations may be made to enable a qualified individual with a disability to perform his/her job functions. A qualified individual is a person who, with or without reasonable accommodations of his/her disability, meets the essential qualifications and can perform the essential job functions of his/her position of employment. No fringe benefits are given to substitutes.

I hereby declare that all of the information I have provided in this application is accurate and complete.

Signature of Substitute

Date

*In accordance with TRS regulations when a certified person serves in the capacity of a non-certified position the wages for this assignment may not be counted as TRS covered service. Consequently, effective November 1, 2010 these wages will not be subject to TRS withholdings (9.4%) but will be subject to social security withholdings (6.2%). The daily rate for a certified substitute serving as a substitute aide will remain at \$90.