



CARTERVILLE
Unit No. 5
Schools

Please Reply To:

306 VIRGINIA AVE. P.O. BOX 40 CARTERVILLE, IL 62918
PHONE (618) 985-4826 FAX (618) 985-2041

MR. TIM BLEYER, UNIT SUPERINTENDENT
DR. JANICE L. BROWN, ASSISTANT SUPERINTENDENT

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TOM WEBB, *Ass't Principal, Carterville Intermediate School*
SARAH BARNSTABLE, *Principal, Tri-C Elementary School*
KARRI FORBY, *Ass't Principal, Tri-C Elementary School*

Dear Applicant:

We are pleased that you are interested in applying for a teaching position in the Carterville School District. We think you will find Carterville, its schools and the surrounding Southern Illinois area to be a great place to work and live.

To be a viable applicant, please provide all of the information indicated below. Personal copies of transcripts of grades and college placement papers are acceptable in the application phase of the employment process; however, if we employ you, we will then require original or certified copies of these documents. If you have not received an Illinois teaching certificate or if you have an out-of-state certificate, please not this in your application letter an/or provide a copy of the receipt you received upon application for an Illinois certificate.

1. Letter of Application
2. Personal Resume
3. Unit #5 Application Form (which can be picked up in our Unit Office or downloaded from our web-site)
4. College Transcript
5. Letters of Reference (3)
6. Copy of Certificate
7. Copy of Basic Skills Test Score and Specialty Area Score from Teacher Certification Test

When your application file is complete, a member of our interview and selection team will review your application materials. Please contact the Unit Secretary at (618) 985-4826 for information regarding the status of your application file. Teacher selection is a deliberate and involved process, which we consider to be one of our most important tasks. You will be appropriately notified regarding our decision concerning your application. In addition, your application file will be maintained as active for one (1) year after the district's reception of it.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Bleyer', is written over a white background.

Tim Bleyer
Superintendent of Schools

TCB/baa

"Come Learn With Us"

Education:

	Elementary School	High School	Undergraduate College/University	Graduate/ Professional
School Name and Location				
Date of Graduation				
Describe Course of Study/Degree Earned	N/A			
Cum. GPA A= ____				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Professional Experience:

List in chronological sequence teaching experience in public and private schools. Show part-time experience as a fraction.

Employer City, State	Position/Grade Level Subjects if Departmentalized	Inclusive Dates From/To	Years of Service	Supervisor's Name

Total Years _____

Student Teaching Experience:

Grade Level(s)/Subject Area(s): _____

Host School, City and State: _____

Supervising Teacher: _____ Telephone _____

Relevant Non-Teaching Experience: In chronological order list non-teaching work experience, which you believe will contribute to your success as a teacher.

Employer City, State	Position	Description of Duties	Inclusive Dates From/To

Activities: List community and/or school awards, honors, scholarships, and volunteer and leadership experiences since leaving high school.

References: Give name, address and telephone number (home and work) of three references who are not related to you and are not previous employers:

1. _____

2. _____

3. _____

Additional Information:

The following questions are a very important part of our screening process. Please reflect upon them carefully, and give us your candid responses. Please respond below and feel free to use the back of the paper if necessary.

1. What are your three most important reasons for wanting to be a teacher?

- 1. _____
- 2. _____
- 3. _____

2. How much do you want to know about your students in order to be most helpful to them?

3. What three things do you most want to know about your students?

- 1. _____
- 2. _____
- 3. _____

4. What do you need to know in order to begin your lesson planning for class?

5. What four key components do you believe must be included in your lesson plan?

- 1. _____
- 2. _____
- 3. _____
- 4. _____

6. In what major ways do you most want to influence the lives of your students?

7. What primary teaching strategies do you most use to achieve the result discussed in Question #6?

1. _____

2. _____

8. Required Essay: Please write an essay (on separate paper) stating your philosophy of education and indicating any qualities you feel you possess which would enable you to enhance the educational program of our district. (Please limit to two pages and include with your application).

9. State any additional information you feel may be helpful to us in considering your application.

PLEASE READ AND SIGN

I hereby authorize Carterville Community Unit School District No. 5 to forward my name to the Illinois Department of State Police for the purpose of conducting a criminal background check as required by *The Illinois School Code*, Section 10-21.9, and agree to execute any forms required by said department for such purpose. I understand the Carterville Community Unit School District No. 5 may further conduct a check for any indicated reports of child abuse under the *Abused and Neglected Child Reporting Act*, 325 ILCS 5/1 *et seq.* Furthermore, I hereby indemnify, save, and hold harmless Carterville Community School District No. 5 and its officers, agents and employees from any claim of liability or damage, which may arise from background checks. I understand that an offer of employment, or continued employment if hired, is contingent upon my passing the Illinois State Police and Child Abuse Registry background checks.

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentations or willful omissions may be sufficient cause for disqualification of this application or termination of employment. I understand that pursuant to Section 22-6.5 of *The School Code*, 105 ILCS 5/22-6.5, my failure to provide requested employment or employer history which is material to my qualification for employment in a certified position or the provision of statements, which I do not believe to be true may be Class A misdemeanor. Furthermore, I understand that this application and records become property of the District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District. I also understand that before any contract for teaching becomes effective or compensation is possible, a valid Teaching Certificate for the teaching assignment must be filed in the office of the Superintendent of the Educational Service Region for Williamson County.

I hereby authorize Carterville Community Unit School District No. 5 to conduct work history and reference checks to determine my acceptability for employment. Pursuant to the *Illinois Personnel Record Review Act*, 820 ILCS 4-1.01 *et seq.*, I hereby waive written notice from my current employer and/or any previous employers and authorize them to release information regarding any disciplinary actions taken against me within the past four years. Further, I hereby release the officers, agents, employees and directors of each of my past employers and the Carterville Community Unit School District No. 5, its officers, agents and employees, from any and all liability arising from disclosure of personal records and from verbal appraisals of my past performance. I understand and agree that this waiver includes any and all manners of actions that I may now have or may have in the future concerning such disclosures, regardless of their nature. I further understand that if I accept a contract to teach in the Carterville Community Unit School District No. 5, the factual statements contained in this application and in the references received pursuant to this authorization are to become a part of my permanent record.

Date

Signature of Applicant

PLEASE NOTE: After completing this application, your next step is to furnish up-to-date credentials from the university where you graduated. The application form and credentials must be on file before the initial interview. A Transcript of Credits is also required, but may be unofficial. Send application, credentials and transcripts to:

Mr. Tim Bleyer, Superintendent of Schools
306 Virginia Avenue
P.O. Box 40
Carterville, IL 62918