

**OTTAWA ELEMENTARY DISTRICT**  
320 West Main Street, Ottawa, Illinois 61350

**PRE-EMPLOYMENT APPLICATION FORM-BOOKKEEPER**

Ms.            Mr.  
Miss         Dr.  
Mrs.

\_\_\_\_\_

Last Name	First Name	Middle Initial	Maiden Name
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\_\_\_\_\_

Address	City	State	Zip	Phone
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S.S.# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Please list the names and relationship you have to any relative(s) presently employed by District #141

\_\_\_\_\_

I understand that The School Code provides that any person applying for employment in a certificated position who knowingly makes a false statement on an employment application, or fails to provide requested employment history which is material to his or her qualifications, is guilty of a Class A misdemeanor. Further, I certify that the information provided by me is complete and accurate and if found to be false, incomplete or missing, could be considered sufficient cause for my dismissal.

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date	Applicant's signature
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\_\_\_\_\_ Bookkeeper

<u>SKILLS</u>	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Typing	___	___	Bookkeeping	___	___
General Accounting	___	___	Computer Skills	___	___
Shorthand	___	___	a. Word Processing	___	___
			b. Spreadsheet	___	___
Approximate Typing Speed w/o err _____			c. Database	___	___
Approximate Shorthand Speed per/min. _____			d. Experience w/Mac	___	___

Please submit a **RESUME** or complete the **SUPPLEMENTAL INFORMATION FORM.**

**SUPPLEMENTAL INFORMATION FORM**  
(List WORK EXPERIENCE - Most Recent First)

1. From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
Month/Year Month/Year Supervisor \_\_\_\_\_

Employer/Company  
Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position/Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
Month/Year Month/Year Supervisor \_\_\_\_\_

Employer/Company  
Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position/Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
Month/Year Month/Year Supervisor \_\_\_\_\_

Employer/Company  
Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position/Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

SUPPLEMENTAL INFORMATION FORM CONTINUED:

4. List any other experiences you have had which you feel relate to the position. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have no work experience, list three personal references by Name, Address and Telephone Number.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date

**OFFICE USE ONLY**

NAME: \_\_\_\_\_  
DATE HIRED: \_\_\_\_\_  
SCHOOL/POSITION: \_\_\_\_\_  
FIRST DAY OF WORK: \_\_\_\_\_  
RATE OF PAY: \_\_\_\_\_