



Anna Community Consolidated School District No. 37
301 South Green Street, Anna IL 62906
618.833.6812(P) 618.833.3205(F)
www.anna37.com

Charles J. Goforth
Superintendent

Mark Laster
Principal

Rob Lannom
Asst. Principal & A. D.

Charlotte Massey
Asst. Principal & S.E. Coordinator

Dear Applicant:

We appreciate your interest in attaining a position with Anna Community Consolidated School District No. 37. In order to be considered a viable candidate, please provide all of the information requested below.

1. Letter of Application

Please briefly express the particular position(s) in which you are interested and the reason(s) you are applying in our district.

2. Professional Resume

3. District 37 Application Form

Please complete the attached form and submit it with the other documents. This can be picked up in either school office or downloaded from the District website. Feel free to use the back of the sheets if more space is needed.

4. Letters of Recommendation (3)

These letters should relate to your qualifications for the position(s) for which you have applied.

5. College Transcript

A personal copy is acceptable for the application process. If employed, you will need to furnish a certified copy.

6. Copy of Teaching License

You should be licensed for the position for which you are applying. If you are applying for a 6th-8th grade position you should also possess the appropriate Middle School endorsement.

7. Copies of up to two of your most recent evaluations if you have prior teaching experience

Once the application information is received, a member of our interview and selection team will review your materials. If you are interviewed, you will be appropriately notified regarding your status. Applications and credentials will be kept on file until June 30th of the school year in which you are applying. All necessary documentation should be mailed or delivered to Charles J. Goforth, Anna District 37, 301 S. Green St., Anna, IL 62906.

Yours in Education,

Charles J. Goforth
Superintendent

Lincoln Elementary
108 Warren St.
Anna, IL 62906
618.833.6851(P)
618.833.3262(F)

Davie Elementary
301 South Green St.
Anna, IL 62906
618.833.8022(P)
618.833.6535(F)

Anna Jr. High
301 South Green St.
Anna, IL 62906
618.833.6415(P)
618.833.6535(F)

Anna Community Consolidated
School District No. 37

Application for Employment
Licensed Staff

Personal Information

Name _____
Last First Middle

Address _____
Street City State Zip Code

Phone (____) _____ (____) _____
Daytime Evening

E-mail _____ Social Security # _____

Position(s) Applying for _____

Are you currently employed? _____ Yes _____ No

Name of Employer _____ Address _____ Phone _____

May we contact your current employer? _____ Yes _____ No

On what date would you be available for work? _____

References

These should be different than those who furnished letters of recommendation.

Name	Address	Phone	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Additional Comments:

License/Endorsement(s)

Please indicate your Illinois license number and endorsements for which you qualify. Indicate if the license/endorsement(s) has been issued or applied for.

License Number				
Endorsement (Description)		Grade	Date Issued	Date applied for if not issued

Education

List all colleges or universities you have attended and the high school from which you graduated.

College/University	Location (City, State)	Dates	Degree Received	Major	Minor
High School					

Work Experience

Beginning with the most recent, list consecutive work experience. Include other experience as well as teaching and/or administrative. Beginning teachers should include student teaching experience.

Employer	Location (City, State)	Inclusive Dates	Assignment Grade Level Subjects	Supervisor's Name

Activities

Please mark the activities for which you have experience or interest.

Coach

- Baseball
- Softball
- Basketball
- Volleyball
- Cheerleading
- Track

Sponsor

- Student Council
- Yearbook
- School Newsletter
- Scholar Bowl
- Beta Club

Supervise

- Bus
- Playground
- Lunchroom
- School Dances
- Other

Personal Comments

In your own handwriting, please provide enough information to answer the following questions in a brief, yet thorough manner. Feel free to use the back of the paper if necessary.

Please share at least three reasons why you want to be a teacher.

1.

2.

3.

Please discuss why you feel you should be considered for the position for which you are applying, and indicate your unique qualifications.

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

By signing below, I affirm that the statements included in this application are true and correct to the best of my knowledge and belief. I further authorize any individual, company, or institution with whom I have been associated to furnish Anna Community Consolidated School District No. 37 with any information concerning my employment. If employed, I hereby agree to comply with all relevant Illinois statutes affecting public school applicants and employees, and all pertinent rules, policies, procedures and regulations of Anna Community Consolidated School District No. 37.

Signature

Date