



**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

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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. 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 application sheets if more space is needed.

**2. Letters of Recommendation (2)**

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

**3. Copy of License(s)/Certificate(s)**

These certificates would be representative of any qualifications or training applicable to the job for which you are applying.

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 30<sup>th</sup> 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

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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  
*Support 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. _____	_____	_____	_____

**License/Certification**

Please indicate all applicable Illinois licenses/certificates you have attained and any that have been applied for but not yet received.

License/Certificate Number	Type/Description	Date Issued	Date applied for if not issued

Anna CCSD 37 is an equal opportunity employer. The district provides equal employment opportunities to all persons regardless of race, color, creed, religion, sex, age, national origin, or physical or mental disability. Any person who willfully makes a false statement on his/her application for employment is guilty of a Class A misdemeanor.

### Education/Training

List all colleges/universities and vocational/technical schools you have attended, any other applicable training you have received, and the high school from which you graduated.

College/University Vocational/Technical School or other applicable training facility	Location (City, State)	Dates Attended	Degree Received (If applicable – major & minor) and/or special skills, experiences, etc.
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, subjects, etc. if applicable)	Supervisor's Name

### 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 explain why you feel you should be considered for the position for which you are applying. Please indicate your unique qualifications and any other additional information that could be helpful to us in considering your application.

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