

(USE THIS FORM FOR AGE 17 YEARS OLD AND YOUNGER)

# SCHOOL RECORD INFORMATION FOR EMPLOYEES

## SECTION A: TO BE FILLED OUT BY JOB APPLICANT ONLY

Name: \_\_\_\_\_ SSN \_\_\_\_\_

Phone: \_\_\_\_\_ School District \_\_\_\_\_

Address: \_\_\_\_\_ School \_\_\_\_\_  
Street City Zip Code

Some jobs require the employee to be 16 or older. Are you 16 or older? YES  NO

Some jobs require the employee to be 15 or older. Are you 15 or older? YES  NO

COURSES AND GRADES EARNED THAT APPLICANT BELIEVES ARE RELATED TO JOB APPLYING FOR:

1) _____	GRADE _____	4) _____	GRADE _____
2) _____	GRADE _____	5) _____	GRADE _____
3) _____	GRADE _____	6) _____	GRADE _____

ADDITIONAL INFORMATION EXPLANATIONS: \_\_\_\_\_

I authorize \_\_\_\_\_ to provide the following(check appropriate):

Information noted below in Section B and/or  a copy of my transcript to \_\_\_\_\_  
name of school

I understand this information will only be used to determine my suitability for employment and may not copied or shared.

\_\_\_\_\_  
JOB APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

REQUIRED FOR APPLICANT UNDER 18 YEARS OLD

## SECTION B: TO BE FILLED OUT BY SCHOOL AUTHORITES ONLY

	10 Grade	11 Grade	12 Grade
ABSENCES	_____	_____	_____

TARDIES	_____	_____	_____
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DATES OF ATTENDANCE: From: \_\_\_\_\_ To: \_\_\_\_\_ SCHOOL SEAL

I certify at that the courses and grades listed in the section above and/or on the attached transcript are correct.

\_\_\_\_\_  
SCHOOL ADMINISTRATOR/COUNSELOR SIGNATURE

\_\_\_\_\_  
DATE

**NOTE POTENTIAL EMPLOYER: THIS FORM IS NOT DESIGNED TO REFLECT PRESENT ABILITIES AND ATTITUDES, BUT IS TO BE USED SOLELY AS A RECORD OF THE PAST. THE REQUEST DOES NOT VIOLATE ANY FEDERAL OR IOWA/ILLINOIS STATE LAWS.**

For Office Use Only		
Sent	Initial	Date
By Originator	_____	_____
Return	_____	_____
To Originator	_____	_____