



**HEARING OFFICER APPLICATION**

**PART B - EDUCATIONAL BACKGROUND (continued)**

3. State any professional development activities over the last five years in which you have participated as speaker, lecturer, panelist, etc., identifying your role and subject(s) or topic(s).

4. If you have ever taught at a college or university, state school(s); date(s); subject(s); and your title, status, or role.

5. Describe any civic, philanthropic, community, social, or public service activities involving children in the past five years including any posts or offices held, and honors or awards received.

**PART C - EMPLOYMENT BACKGROUND**

1. List any current or prior administrative hearing officer experience. State the reasons or circumstances for leaving this office or "N/A" if still employed. Check "F" or "P" for full- or part-time.

F	P	SPONSORING AGENCY	APPROXIMATE NUMBER OF HEARINGS	DATES OF SERVICE	REASON FOR LEAVING
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

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**PART C - EMPLOYMENT BACKGROUND (continued)**

2. Please complete work history beginning with your current or last employer.

NAME OF CURRENT OR LAST EMPLOYER	EMPLOYED FROM Mo.                      Yr.	EMPLOYED TO Mo.                      Yr.
ADDRESS (Street, City, State, ZIP Code)	NAME/TITLE OF SUPERVISOR	
POSITION TITLE	TELEPHONE NUMBER OF SUPERVISOR (Include Area Code)	
DESCRIPTION OF DUTIES	ADDRESS OF SUPERVISOR, IF DIFFERENT THAN ABOVE	

3. Please complete work history of your past professional positions.

NAME OF PREVIOUS EMPLOYER	EMPLOYED FROM Mo.                      Yr.	EMPLOYED TO Mo.                      Yr.
ADDRESS (Street, City, State, ZIP Code)	NAME/TITLE OF SUPERVISOR	
POSITION TITLE	TELEPHONE NUMBER OF SUPERVISOR (Include Area Code)	
DESCRIPTION OF DUTIES	ADDRESS OF SUPERVISOR, IF DIFFERENT THAN ABOVE	
NAME OF PREVIOUS EMPLOYER	EMPLOYED FROM Mo.                      Yr.	EMPLOYED TO Mo.                      Yr.
ADDRESS (Street, City, State, ZIP Code)	NAME/TITLE OF SUPERVISOR	
POSITION TITLE	TELEPHONE NUMBER OF SUPERVISOR (Include Area Code)	
DESCRIPTION OF DUTIES	ADDRESS OF SUPERVISOR, IF DIFFERENT THAN ABOVE	
NAME OF PREVIOUS EMPLOYER	EMPLOYED FROM Mo.                      Yr.	EMPLOYED TO Mo.                      Yr.
ADDRESS (Street, City, State, ZIP Code)	NAME/TITLE OF SUPERVISOR	
POSITION TITLE	TELEPHONE NUMBER OF SUPERVISOR (Include Area Code)	
DESCRIPTION OF DUTIES	ADDRESS OF SUPERVISOR, IF DIFFERENT THAN ABOVE	

*(Please attach an additional page for employment history if necessary.)*

4. Describe any potential conflict of interest arising out of professional position(s) that you have held or currently hold concurrent with an appointed term as a hearing officer. Describe what, if any, personal interests you have that would conflict with your objectivity in a due process hearing.

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**PART C - EMPLOYMENT BACKGROUND (continued)**

5.  Yes  No Is there anything that would prohibit you from discharging the duties of a due process hearing officer or that would affect your ability to accept a hearing assignment anywhere in the state of Illinois? *If Yes*, explain on additional sheet.
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6. List any articles, treatises, texts, textbook or handbook chapters, or other writing related to your professional training and experience that you have written and that have been published. State for each the complete citation/title, including publisher, date of publication, and subject matter. *(Please list on a separate sheet and provide a copy of representative work sample if material cannot be accessed online.)*
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7. Professional Volunteer Association and Activities. List any national, state, local, honorary, and other associations or societies to which you belong. For each membership and activity, state offices held and whether you are now a member in good standing (and if not, why). Please provide your response on a separate page.
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8. Describe any other relevant experience. Attach additional page if needed.

9. List all professional or occupational licenses or certificates that you have held. Indicate if licenses or certificates are still current.

LICENSE/CERTIFICATE	ISSUING AUTHORITY	DATE	CHECK IF CURRENT
			<input type="checkbox"/>

**PART D - PROFESSIONAL AND PERSONAL CONDUCT**

10.  Yes  No Has any such license or certificate ever been revoked or suspended or has your conduct been the subject of other discipline by any licensing authority, disciplinary body, or an employer? *If Yes*, state fully the facts, circumstances, and the final disposition. (Attach additional page.)
11.  Yes  No Have you ever been formally censured, adjudged, or held in contempt or otherwise disciplined by any judge, court, or other tribunal? *If Yes*, state the facts and circumstances fully. (Attach additional page.)
12.  Yes  No Have you ever been a party to or otherwise personally involved in any litigation (other than as counsel)? *If Yes*, please explain the nature of the case and your involvement. (Attach additional page.)
13.  Yes  No Have you ever been convicted of a felony or misdemeanor or been given an order of supervision for a misdemeanor, except for a minor traffic offense? *If Yes*, state the facts and circumstances fully, including date, court, and disposition. (Explain in the space below and attach additional page if needed.)

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**PART E - PERSONAL AND PROFESSIONAL REFERENCES**

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14. Give the names and current phone numbers of three persons who have knowledge regarding your character and professional ability relevant to fulfilling the position of Due Process Hearing Officer, and state how long each has known you. Any personal references must have had adequate opportunities for observing your professional and general conduct and ability. Describe your relationship to these individuals.

<b>NAME</b>	<b>RELATIONSHIP (e.g., Friend)</b>	<b>TELEPHONE NUMBER</b>	<b>LENGTH OF ACQUAINTANCE</b>

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**PART F - CANDIDATE STATEMENTS**

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15. State your attributes and skills that should be considered by the Committee in its evaluation of your application to serve as a hearing officer. Describe why you believe you can effectively fulfill the responsibilities of hearing officer, and why you desire to serve in that capacity. Please limit your response to the space below.

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PART G - CANDIDATE RESPONSE TO DUE PROCESS CASE SCENARIO

Jane is a 9-year-old student attending Washington Elementary School as a general education (i.e., non-special education) student. For the last six months, Jane has been having increasing problems with reading assignments in class. Her difficulties have been seen with both reading out loud and silent reading assignments. She has difficulty with word decoding and overall reading comprehension.

Over the course of the past six months, Jane’s teacher, Ms. Smith, has tried to provide more individualized attention to Jane by providing with her modified work assignments, supplemental reading exercises, and individual tutoring. Though a little progress has been shown, Jane is still struggling with her reading. Ms. Smith has regularly shared her observations and concerns about Jane’s progress with Jane’s parents. Ms. Smith has also sought advice from other school staff to come up with further ways of supporting Jane in class.

Two months ago, Jane’s teacher met with a pupil support team at the school to discuss Jane’s ongoing problems. After the meeting, the special education coordinator, Mr. Jones, contacted the parents and informed them that Jane’s difficulties in reading were of real concern to the team and that they believed Jane should receive a full individualized educational evaluation. The parent stated to Mr. Jones that they would agree to have Jane evaluated, but that they believed her problems could still be managed in her current classroom. The parents provided Mr. Jones with their written consent to proceed with the evaluation.

Last month, the evaluation team met with the parents and reviewed the evaluation findings. The team recommended that Jane be found eligible for special education under the disability category of specific learning disability. Despite the disagreement expressed by the parents about their conclusions, the team developed an Individualized Education Program (IEP) requiring Jane to be pulled out of her classroom for two hours each week in order to work with a special education teacher on her reading. At the end of the meeting, the parents refused to give their consent for Jane’s placement as outlined in the IEP. The parents also stated their belief that the evaluation was not satisfactory and that “you need someone outside the school to take a second look at Jane.”

The school district has filed for a due process hearing in response to the parents’ refusal to grant consent for Jane’s placement in the special education program. The case has been assigned to you to decide. What do you see as the principal issues in the case? What additional information or evidence would you need in order to render a decision? For each instance of additional information you identify, why would the additional information be necessary in order for you to render a decision?

Please limit your answer to no more than three double-spaced, typed pages. You are free to use and cite legal references in your answer. Please attach your response to this application.

APPLICANT STATEMENT

*I authorize investigation of all statements contained in this application for hearing officer as may be necessary in arriving at an appointment decision, including investigation of any criminal record I may have. I hereby certify that the answers given herein, to the best of my knowledge, are true, accurate, and complete. Any misrepresentations or willful omissions of fact given in my application or interview(s) shall be sufficient cause for disqualification of this application or, in the event of appointment, may result in discharge.*

*I understand that I am required to abide by applicable regulations of the Illinois State Board of Education.*

*“Failure to provide requested employment or employer history which is material to the applicant’s qualifications for appointment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.”*

Date

Digital or Original Signature of Applicant