

**Employment****Employment Application – Support Staff****APPLICATION FOR SUPPORT STAFF POSITION**

The School District considers applicants for all positions without regard to race, color, religion, sex, national origin or disability. If you have a disability or handicap which may require accommodation for you to participate in our application process (including filling out this form, interviewing or any other pre-employment procedure or requirement), please make us aware of any accommodation you feel is necessary. If you have any inquiries, complaints or concerns about any pre-employment procedure or requirement, including completing this application, or about the District policy of non-discrimination, you may contact the Superintendent at 573-226-3251.

All applicants are expected to answer all questions on this application. Answer “none” or “not applicable” where necessary.

The District is required to participate in E-Verify.

Date \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Name

Other names that may appear on your transcripts or records:

\_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Address \_\_\_\_\_

Street

City

State

Zip

Permanent Address \_\_\_\_\_

Permanent Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Date Available \_\_\_\_\_

Position(s) for which you are applying: \_\_\_\_\_

\_\_\_\_\_

Skills you possess pertaining to the position(s) for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

Educational Preparation:

	NAME & LOCATION	DATES OF ATTENDANCE	NAME OF DEGREE	MAJOR	OVERALL GPA
HIGH SCHOOL					
COLLEGES OR UNIVERSITIES					

Work Experience:

EMPLOYER NAME & LOCATION	POSITION	DATES OF EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR	PHONE NUMBER

**References:**

NAME	ADDRESS	PHONE	POSITION

**Employment Questions:**

1. Have you ever been arrested for, or charged with or convicted of a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00) \_\_\_\_\_
2. Have you ever pleaded guilty or no contest to a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00) \_\_\_\_\_
3. Has the Missouri Division of Family Services or a similar agency in any other state or jurisdiction, ever issued a determination or finding of cause or reason to believe or suspect that you engaged in physical, emotional, psychological or sexual abuse or neglect of a child? \_\_\_\_\_
4. Have you ever failed to be re-employed by an educational institution? \_\_\_\_\_

If the answer to any of the foregoing questions is "yes" please explain; use a separate sheet if necessary:

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**READ CAREFULLY BEFORE SIGNING**

I acknowledge and agree to the following provisions as conditions to consideration of my application for employment:

1. I hereby authorize my current and former employers and references to furnish any information about me and about my experience. I release my current and former employers and references from any and all liabilities or damages of any nature as a result of providing such information. My current and former employers and references may rely on a signed copy of this release.
2. I understand and consent to having criminal and arrest records checks as well as background checks by the Missouri Division of Family Services as a condition for consideration of my application for employment.
3. I certify that the answers given in this application are true and complete to the very best of my knowledge. In the event I am employed by the district and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information.
4. I understand that this application will be considered active through April 30th. I understand that if I wish my candidacy to remain open after that date, I must submit another application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Do Not Write Below This Line – For Administrative Use Only**

Date received: Application\_\_\_\_\_ Transcripts\_\_\_\_\_ Letters of Reference\_\_\_\_\_

Date interviewed:\_\_\_\_\_ Interviewed by:\_\_\_\_\_

Date and time: Applicant notified \_\_\_\_\_

Date and time: Applicant accepted \_\_\_\_\_

Position offered: \_\_\_\_\_

Salary step and level: \_\_\_\_\_