

South Holt R-1 School District

201 South Barbour Avenue
 Oregon, MO 64473
 Phone: (660) 446-2282
 Fax: (660) 446-2312



APPLICATION FOR ADMINISTRATIVE PERSONNEL

Name:		Date:
Other names that may appear on transcripts/records:		
Social Security Number:		
Position Applying For:		
Current Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	Other:

Are you presently employed? Yes No

Date Available for work?

Are you currently on "lay-off" status and subject to recall? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

(Proof of citizenship or immigration status will be required upon employment.)

RETURN THIS COMPLETED APPLICATION TO THE SUPERINTENDENT OF SCHOOLS AT THE ABOVE ADDRESS.

SOUTH HOLT R-1 IS AN EQUAL OPPORTUNITY EMPLOYER AS PER TITLE VI, TITLE IX, AND SECTION 504. SOUTH HOLT R-1 CONSIDERS APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR DISABILITY. IF YOU HAVE A DISABILITY OR HANDICAP THAT MAY REQUIRE ACCOMMODATION FOR YOU TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE MAKE US AWARE OF ANY ACCOMMODATION YOU FEEL IS NECESSARY.

EDUCATION

	Name and Address of School	Course of Study	Date Completed	Diploma/ Degree
High School			XXX	
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

What placement bureau do you use for your credentials? _____

Have you successfully completed the Missouri Administrators' Assessment Program? Yes No

If yes, please give date of assessment.

Why have you chosen to apply for this particular position?

Describe how your personal and/or professional qualities would be an asset to South Holt R-1.

Briefly describe your style of leadership.

EMPLOYMENT EXPERIENCE (Start with your present of most recent job.)

Employer:	Dates Employed		Duties Performed
	To	From	
Address:			
Telephone:			
Starting/Present Position:	Salary		
	Starting	Final	
Principal/Supt./Supervisor:			
Reason for Leaving:			
Employer:	Dates Employed		Duties Performed
	To	From	
Address:			
Telephone:			
Starting/Present Position:	Salary		
	Starting	Final	
Principal/Supt./Supervisor:			
Reason for Leaving:			
Employer:	Dates Employed		Duties Performed
	To	From	
Address:			
Telephone:			
Starting/Present Position:	Salary		
	Starting	Final	
Principal/Supt./Supervisor:			
Reason for Leaving:			
Employer:	Dates Employed		Duties Performed
	To	From	
Address:			
Telephone:			
Starting/Present Position:	Salary		
	Starting	Final	
Principal/Supt./Supervisor:			
Reason for Leaving:			
Comments: Include explanation of any gaps in employment.			

PERSONAL/PROFESSIONAL REFERENCES Do not include family members or past supervisors			
Name	Phone Number	Best Time to Call	Occupation

EMPLOYMENT QUESTIONS

Have you ever been arrested for, 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) Yes No

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) Yes No

Has the Missouri Division of Family Services or a similar agency in any other state or jurisdiction ever issued a determination of finding of cause or reason to believe or suspect that you have engaged in physical, emotional, psychological, or sexual abuse or neglect of a child? Yes No

Have you ever failed to be re-employed by an educational institution? Yes No

If the answer of any of the above questions is "yes" please explain.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job for which you have applied? Answer this question only after reviewing the job description and requirements of this job. Yes No

READ CAREFULLY BEFORE SIGNING

I hereby authorize my current and former employers and references to furnish any information about me and about my work 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.

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.

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 even that I have provided false or misleading information in this application or in subsequent employment interview, I understand that my employment may be terminated at any time after discovery of the false or misleading information.

I understand that this application will be considered active for a time period of 90 days. I understand that if I wish my candidacy to remain open after that date I must inquire again as to whether or not applications are being accepted at that time.

SIGNATURE _____

DATE _____