

**SOUTH HOLT R1 SCHOOL DISTRICT**

**201 South Barbour Avenue**

**Oregon, MO 64473**

**660-446-228**

**ottmanb@southholtr1.com**

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**SUPPORT STAFF APPLICATION**

**Name:**

**Date:**

**Other names that may appear on transcripts/records:**

**Social Security Number:**

**Position Applying For:**

**Current Address:**

**City:**

**State:**

**Zip:**

**Phone (home):**

**Phone (other):**

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**Are you presently employed?**

**Date Available for Work:**

**Are you currently on "lay-off" status and subject to recall?**

**Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?**

**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 accommodations for you to participate in the application process, please make us aware of any accommodation you feel is necessary.*

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**WORK EXPERIENCE-** Start with your present or most recent job. Include any job-related military service assignments and/or volunteer activities.

**Employer:** \_\_\_\_\_ **Dates Employed:** *From* \_\_\_\_\_ *To* \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Starting/Present Job Title:** \_\_\_\_\_  
**Hourly Rate/Salary:** *starting* \_\_\_\_\_ *final:* \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**Reason for Leaving:** \_\_\_\_\_  
**Work Performed:** \_\_\_\_\_

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**Work Performed:** \_\_\_\_\_

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**Comments:** Include explanation of any gaps in employment.

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**EDUCATION**

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**High School-Name &****Address of School:****Course of Study:****Years Completed:****Degree**

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**Undergraduate College-****Name & Address of School:****Course of Study:****Years Completed:****Degree**

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**Graduate/Professional-****Name & Address of School:****Course of Study:****Years Completed:****Degree**

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**Other-****Name & Address of School:****Course of Study:****Years Completed:****Degree**

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**Undergraduate College-****Name & Address of School:****Course of Study:****Years Completed:****Degree**

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**Describe any specialized training, coursework, or skills you have that pertain to this position.**

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**PERSONAL/PROFESSIONAL REFERENCES- Do not include family members or past supervisors.**

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Best Time to Call:** \_\_\_\_\_

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**Phone Number:** \_\_\_\_\_ **Best Time to Call:** \_\_\_\_\_

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**Please respond to the following questions.**

**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 in this position.**

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## 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 event 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**