

LEWIS COUNTY C-1 SCHOOL DISTRICT
205 Clark Street, P.O. Box 366
Ewing, MO 63440-0366
573-209-3217
Fax: 573-209-3318

The Lewis County C-1 School District is an equal opportunity employer and does not discriminate or deny services on the basis of age, ancestry, color, disability, handicapping condition, marital status, national origin, parental status, race, religion, participation in constitutionally protected activities, or veteran status. Any questions regarding, Title IX, Section 504, The Family Medical and Leave Act, or the American with Disabilities Act should be directed to the superintendent of the Lewis County C-1 School District at the above address and telephone number. If special needs exist as addressed in the Americans with Disabilities Act which require this publication in an alternative format, the district may be contacted at the above address. Reasonable efforts will be made to accommodate these special needs.

APPLICATION FOR NON-CERTIFIED STAFF

DIRECTIONS: Complete the application using type or legible print. Answer each question.

Date of Application _____

1. Position Desired _____
*NOTE: A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH POSITION FOR WHICH YOU APPLY.

2. Name _____
Last First Middle

_____ Other name(s) under which your records might appear.

3. Address _____
Street City State Zip

4. Telephone: Home _____ Cell _____

5. A. Are you legally eligible for employment in the United States? ____ YES* ____ NO
*(proof of citizenship or immigration status will be required for employment.)

B. Social Security Number _____

6. When will you be available for employment? _____

7. Education Completed: GED _____ HS Diploma _____ From _____
College Hours _____ Degree _____ Institution _____

8. Experience:

Name of Business Location	Dates Worked From To	Salary	Nature of Work

9. References:

Name	Address & Phone	Occupation

10. Have you submitted an application here previously? YES NO

If yes, when: _____

11. Have you previously been employed here? YES NO

If yes, when: _____

12. Military Status:

A. Have you served in the U.S. Military? YES NO

B. If yes, which branch? _____

C. Dates of service: From _____ To _____

D. Rank at end of service _____

E. Describe your responsibilities and any specialized training received during your military service.

13. Have you ever been convicted of a crime? YES NO

If yes, provide a detailed explanation: _____

14. Has the Missouri Department of Family Services, or a similar agency in any other state or jurisdiction, ever issued a determination or finding that there was cause or reason to believe or suspect you have engaged in the physical, emotional, psychological or sexual abuse or neglect of a child? _____YES
_____NO. If yes, attach a written explanation.
15. You may provide additional information about your qualifications for employment with the Lewis County C-1 School District: _____

16. Describe why you are particularly interested in the Lewis County C-1 School District for employment:

Applicant certifies that every answer is true. Applicant understands that any false or misleading is grounds for refusal to hire, or if applicant has been hired, for termination. Applicant understands that the District will contact former employers and any other references provided herein and consents to such inquiry and to the release of any and all information relevant to applicant's potential employment with the District that former employers or other references may provide. Applicant further understands that any offer of employment is contingent upon the satisfactory outcome to a complete criminal record check. Although the existence of an arrest, charge, or conviction alone may not constitute an unsatisfactory report, the District has a compelling interest in ensuring the safety and welfare of its students. Therefore, the District is permitted by law and has an obligation to request criminal record information for each applicant and to act in accordance with that information.

17. Has your employment ever been non-renewed? _____YES _____NO. If yes, attach a written explanation.
18. Have you ever served with a notice of deficiencies or warning letter? _____YES _____NO. If yes, attach a written explanation.
19. Have you ever been served with a statement of charges seeking the termination of your employment?
20. Have you ever resigned to avoid being served with a statement of charges seeking the termination of your employment? _____YES _____NO. If yes, attach a written explanation.
21. Have you ever been fired, dismissed, terminated or otherwise involuntarily discharged from your employment? _____YES _____NO. If yes, attach a written explanation.
22. Have you ever resigned in lieu of being fired, dismissed, terminated or otherwise involuntarily discharged from your employment? _____YES _____NO. If yes, attach a written explanation.
23. Have you ever entered into a separation or settlement agreement in connection with either the voluntary or involuntary termination of your employment? _____YES _____NO. If yes, attach a written explanation.

Although the existence of an arrest, charge, plea, and conviction, and/or sentence alone may not constitute an unsatisfactory report, the District has a compelling interest in the safety and welfare of its students. Therefore, the District requires applicants to answer certain questions to permit the District to ascertain the criminal record background and child abuse/neglect history of an applicant. I understand that my answers to the following questions will be considered as part of the applicant evaluation process. A report that is incomplete or unsatisfactory in the judgement of the District shall constitute cause for rejection of my application. I understand any false, inaccurate, or misleading answers or explanations may constitute cause for rejection of my application.

Therefore, I agree to answer the following questions truthfully and completely, and provide supporting information and/or an explanation where indicated:

24. Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail or for which the

fine was less than \$200.00. **Do not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influences (DUI). ____YES ____NO. If yes, please attach a written explanation.

25. Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. **Do not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI). ____YES ____NO. If yes, please attach a written explanation.
26. Have you ever plead guilty, plead nolo contendere (no contest) to, or entered an Alford plea to, a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. **Do not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI). ____YES ____NO. If yes, please attach a written explanation.
27. Has any record pertaining to you concerning any arrest, charge, plea, conviction, or sentence for any felony, misdemeanor, or ordinance ever been expunged? You may exclude traffic offenses for which you were not sentenced to jail for which the fine was less than \$200.00. **Do not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI). ____YES ____NO. If yes, please attach a written explanation.
28. Are you currently on probation or parole? ____YES ____NO. If yes, please attach a written explanation.
29. Have you ever been on probation and parole? ____YES ____NO. If yes, please attach a written explanation.
30. Have you ever been incarcerated in federal, state, or local jail, detention center, or correctional institution? ____YES ____NO. If yes, please attach a written explanation.
31. Has the Missouri Division of Family Services, Missouri Children's Division, or other government agency in any other state ever issues a finding, determination, or other decision sustaining either in whole or in part, or finding probable cause either in whole in part, to any degree whatsoever, a report that you engaged in child abuse or neglect, including but not limited to physical, emotional, educational, medical or sexual abuse or neglect of a child? ____YES ____NO. If yes, please attach a written explanation.

You may attach additional information about your qualifications for employment with the Lewis County C-1 School District.

Signature: _____ Date: _____

Applicant has received a copy and can perform the essential functions of the position for which applicant are applying as outlined on the attached job application. ____YES ____NO

If no, the district can provide the following reasonable accommodations to assist applicant in the completion of certain essential tasks:

Applicant Information

- A. Applications are maintained in an active status July 1 through June 30 each year. Applications are then moved to an inactive file for one year.
- B. For your application to be complete, the following items must be on file.
 1. Letter of application
 2. Completed application form
 3. Official Transcript
 4. Copy of teaching certificate
 5. Placement papers
 6. Resume