



PUXICO R-VIII SCHOOL DISTRICT

481 N. Bedford

Puxico, Missouri 63960

Phone: 573-222-3762

Fax: 573-222-3137



Chad Payne, President
Steve Crisel, Vice-President
Michael Clubb, Secretary
John Davis, Treasurer

Randy Stephens, Member
Dusty Stroud, Member
Brad Watkins, Member

Dear Applicant:

Thank you for your interest in applying for an administrative position with the Puxico R-8 School District. We ask that the following items be addressed as a part of the application process:

1. Complete the application form.
2. Enclose a copy of your latest transcript(s) with the application. An official copy of your transcript(s) will be required if you are employed.
3. Enclose a copy of your Missouri teaching certificate or verification of eligibility for a Missouri teaching certificate.
4. Request your placement file be sent to us or enclose 3 to 5 recent letters of recommendation.
5. Also enclose a copy of your resume.
6. A fingerprint check must also be completed prior to employment becoming active.

Your application will become active once all the above information has been received. Your application will remain active for one year.

Please call the Superintendent's Office at (573) 222-3762 or email ccrabb@puxico.k12.mo.us if you have any questions about the application process.

Thank you again for your interest, we look forward to receiving your application.

Cindy Crabb
Superintendent



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APPLICATION FOR AN ADMINISTRATIVE POSITION

The Puxico R-8 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 that 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 our human resources department at (573) 222-3762.

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

Today's Date _____ Date Available _____

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

Current Phone (_____) _____ - _____

Permanent Address _____
Street City State Zip

Permanent Phone (_____) _____ - _____

Position(s) for which you are applying: _____

Certification (Start with your most recent):

SUBJECT AREA	GRADE LEVEL	CLASSIFICATION	EXPIRATION DATE	COMMENTS

Educational Preparation:

	NAME & LOCATION	DATES OF ATTENDANCE	NAME OF DEGREE	MAJOR	OVERALL GPA
HIGH SCHOOL		N/A	N/A	N/A	N/A
COLLEGES/ UNIVERSITIES					

Teaching Experience:

DISTRICT NAME & ADDRESS	POSITION	DATES OF EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR	PHONE

Administrative Experience:

DISTRICT NAME & ADDRESS	POSITION	DATES OF EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR	PHONE

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 have 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:

Applicant Questions

Name: _____ Social Security# ____ - ____ - ____

Please respond to the following questions in your own handwriting.

1. Why did you decide to become an administrator and why are you seeking this position?

2. What student outcomes would you strive for as an administrator?

3. Write a brief autobiography focusing on the important people and events in your life.

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 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.
2. I understand and consent to having criminal and arrest record checks as well as background checks by the FBI/Missouri State Highway Patrol 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 for one year. I understand that if I wish my candidacy to remain open after that date, I must submit another application.

Signature

Date

Do Not Write Below This Line – For Administrative Use Only

Date received: Application_____ Credentials_____ Transcripts_____

Date interviewed:_____ Interviewed by:_____

Date and time applicant notified_____

Date and time applicant accepted_____

Position offered:_____

Salary step and level:_____