

Greenfield R-IV School District

Dr. Chris Kell, Superintendent

www.greenfieldr4.org

410 West College Street
Greenfield, Missouri 65661
Phone: 417 637 5321

Dear Applicant:

Thank you for your interest in applying for an administrative position with the Greenfield R-IV School District.

We ask that all applicants include the following items when applying for employment:

1. A completed district application.
2. A letter of application. Include reasons for interest in the position and a description of significant accomplishments during your career.
3. A copy of your Missouri administrative and teaching certificate or verification of eligibility for a Missouri administrative or teaching certificate
4. A copy of your latest transcript(s) with the application. An official copy of your transcript(s) will be required if you are employed.
5. A current resume and three recent letters of recommendation.

Your application will become active once all of the above information has been received by Dr. Chris Kell, Greenfield Superintendent, 410 West College Street, Greenfield, MO 65661. Your application will remain on file in the Central Office for one year.

The hiring of all personnel is contingent upon a successful background check. Thank you again for your interest and we will look forward to receiving your application.

Sincerely,

Chris Kell, Ed.D.
Superintendent
Greenfield R-IV

**GREENFIELD R-IV SCHOOL DISTRICT
410 WEST COLLEGE STREET
GREENFIELD, MISSOURI 65661**

APPLICATION FOR EMPLOYMENT - ADMINISTRATOR

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.

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

Date				
Last Name		First Name		Middle Name
Other names that may appear on your transcripts or records:				
Address:	Street	City	State	Zip
Phone		Email		
Certification: Type	(Life, PCI, etc.) Other			
State(s)	Subject(s) Area(s)			
Grade Level(s)	Expiration date(s)			
Other information regarding your certification and/or certification status:				

Position for which you are applying:

Administration Experience:

District Name & Address	Position	Dates of Employment	Number of Years	Supervisor	Phone

Teaching Experience:

District Name & Address	Position	Dates of Employment	Number of Years	Supervisor	Phone

Educational Preparations:

	Name & Location	Dates of Attendance	Name of Degree	Major	Overall GPA
High School		N/A	N/A	N/A	N/A
Colleges/ Universities					

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) Please state Yes or No:

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) Please state Yes or No:

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? Please state Yes or No:

4. Have you ever failed to be re-employed by an educational institution? Please state Yes or No:

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

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 concerning my character, personality, scholarship and general ability. I hereby release current and prior employers, including school districts, and references from any and all liabilities or damage of any nature as a result of providing such information and authorize same to furnish any information about me and my work performance, including but not limited to discipline records and performance evaluations. 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 checked, 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 the 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 until the position is filled.

Signature Date

Do Not Write Below This Line – For Administrative Use Only

Date received: Application _____ Credentials _____ Transcripts _____

Date interviewed: _____ Interviewed by: _____

Position offered: _____

Salary: _____

Date and time Applicant notified _____

Date and time Applicant accepted _____

