

# Central School District R-III

200 High Street  
Park Hills, Missouri 63601  
(573) 431-2616 – FAX (573) 431-2107

## Employment Application For A Support Staff Position

College transcripts which are pertinent to the consideration of this application must be filed with the Superintendent's Office. Detailed response to all items including adequate references and transcripts will expedite the processing of your application.

### APPLICATION FOR A SUPPORT STAFF POSIITON

The School District considers applicants for all positions without regard to race, color, religion, age, sex, national origin or disability. If you have a disability or handicap which may require accomodation 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 accomodation you feel is necessary. Reasonable attempts will be made to accomodate special needs. 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 the Administrator in charge of non-discrimination at 200 High Street, Park Hills, Missouri 63601. 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:

\_\_\_\_\_

Social Security Number \_\_\_\_\_

Current Address \_\_\_\_\_

Street	City	State	Zip
--------	------	-------	-----

Current Phone (\_\_\_\_\_) \_\_\_\_\_

Permanent Address \_\_\_\_\_

Street	City	State	Zip
--------	------	-------	-----

Permanent Phone (\_\_\_\_\_) \_\_\_\_\_

Date Available \_\_\_\_\_

Position(s) for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skills you possess pertaining to the position(s) for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Educational Preparation:**

Name & Location \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Name Of Degree \_\_\_\_\_

Major \_\_\_\_\_ Overall GPA \_\_\_\_\_

Colleges \_\_\_\_\_

Universities \_\_\_\_\_

Business / Trade Schools \_\_\_\_\_

**Work Experience:**

Employer Name & Location \_\_\_\_\_

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; the circumstances of each incident specifically, 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 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. Furthermore, I hereby release Central R-III Schools, and all its employees, from any and all liability of every nature and kind arising out of the investigation of information provided in this application.
2. 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.
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 through April 30th. 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 \_\_\_\_\_ Transcripts \_\_\_\_\_ Letters of Reference \_\_\_\_\_

Date interviewed: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Date and time: Applicant notified \_\_\_\_\_

Date and time: Applicant accepted \_\_\_\_\_

Position offered: \_\_\_\_\_

Salary step and level \_\_\_\_\_

\*\*\*\*\*

