Central School District R-III

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

**Employment Application
For A Certificated Position**

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

APPLICATION FOR A CERTIFICATED POSITION

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 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. Reasonable attempts will be made to accommodate 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 _____   Social Security Number _____

_____
        Last Name   First Name   Middle Name

Other Names that may appear on your transcripts or records:

_____

Current Address _____
                        Street   City   State   Zip

Permanent Address _____
                        Street   City   State   Zip

Phone (_____) _____   Date Available to Work _____

Certification Type _____ (Life,PC1, Etc.) Other _____

Subject(s)/Grade Level(s) _____

State(s) _____   Expiration Date(s) _____

Other information regarding your certification and/or certification status: _____

_____

Position(s) for which you are applying: _____

Are you available for substituting?_____ Paraprofessional? _____

Extra duty positions you may be interested in sponsoring or coaching: _____

_____

Education Preparation:

High School Name & Location _____ Diploma? _____

Colleges _____ Degree(s) Earned: _____

Universities _____ Degree(s) Earned: _____

Major _____ Overall GPA _____

Educational Experience starting w/ most recent (If none, list student teaching experience).

District Name and Location _____

Position _____ Dates of Employment _____

Supervisor _____ Phone (_____)_____

District Name and Location _____

Position _____ Dates of Employment _____

Supervisor _____ Phone (_____)_____

District Name and Location _____

Position _____ Dates of Employment _____

Supervisor _____ Phone (_____)_____

Other Work Experience:

Employer Name & Location _____

Position _____ Dates of Employment _____

Supervisor _____ Phone (_____)_____

Employer Name & Location _____

Position _____ Dates of Employment _____

Supervisor _____ Phone (_____)_____

References:

Name	Address	Phone	Position

APPLICANT QUESTIONS

Please respond to the following questions in your own handwriting.

1. Why have you chosen education as your profession?

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

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

Employment Questions:

Answer Yes or No

1. Have you ever been arrested for, charged with, or convicted of felony or misdemeanor? (Excluding 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 below the circumstances of each incident specifically. Use a separate sheet of paper 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 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 for up to 1 year. I understand that if I wish my candidacy to remain open, I must submit another application at that time.

_____   _____
<div align="center">Signature   Date</div>

****

<div align="center">Do Not Write Below This Line - For Administrative Use Only</div>

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 ———————————————————————————————