Home of the Mustangs

# **Certified Personnel**

#### Employment Application

**Ripley County R-III School District**

**HC 6 Box 200**

**Gatewood, MO 63942**

**Phone: 573.255.3213 / Fax: 573.255.3648**

## Personal Information

|  |  |
| --- | --- |
| Last Name First Middle | Date |
| Street Address | Home Phone  |
| City, State, Zip  | Mobile Phone  |
| E-mail Address  | Business Phone  |
| Are you currently legally authorized to work in the United States? Have you previously been employed with us? [ ]  Yes [ ]  No [ ]  Yes [ ]  No If “yes,” month and year:Location:  |
| Position Desired: Early Childhood / Elementary Middle School (7-8) (Grade level preference) (Subject preference) (1) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (1) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (2) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (2) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (3) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (3) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Other Positions (Counselor, Librarian, Etc.) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date available for a position: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Present contract expiration date: | High School (9-12)(Subject preference)(1) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(2) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(3) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

## Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Name and Location | Degree Earned | Major | Hours in Major |
| Graduate Colleges or Universities |  |  |  |  |
| Undergraduate Colleges or Universities |  |  |  |  |
| High School |  |  [ ]  Diploma [ ]  GED | N/A | N/A |

## Certification

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| --- |
| List your current Missouri teaching certificate. If you are a student, list the certification you will receive upon graduation. Areas or Subjects Grades Covered Expiration Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

 ***Prior Educational Employment***

Provide complete full-time and part-time employment. Start with your present or most recent employer.

|  |  |
| --- | --- |
| ***1.*** Employer | Telephone  |
| Address | Employed (Month and Year)From To |
| Position  | Current Annual Salary |
| Name of Supervisor | Reason for Leaving |
| ***2.*** Employer | Telephone  |
| Address | Employed (Month and Year)From To |
| Position  | Current Annual Salary |
| Name of Supervisor | Reason for Leaving |
| ***3.*** Employer | Telephone  |
| Address | Employed (Month and Year)From To |
| Position  | Current Annual Salary |
| Name of Supervisor | Reason for Leaving |
| We may contact the employers listed above unless you indicate otherwise. Do not contact: | Reason: |
| Have you ever been fired, dismissed, terminated, or otherwise involuntarily discharged from your employment?Have you ever resigned in lieu of being fired, dismissed, terminated, or otherwise involuntarily discharged from your employment?Have you ever been non-renewed?Have you ever been asked to resign rather than face disciplinary action and/or non-renewal by an employer?Have you ever been asked to resign rather than face disciplinary action against a license or certificate?Have you ever been served with a notice of deficiencies or warning letter?Have you ever been served with a statement of charges seeking the termination of your employment?Have you ever resigned to avoid being served with a statement of charges seeking the termination of your employment?Have you ever entered into a separation or settlement agreement in connection with either the voluntary or involuntary termination of your employment?**If you answered “yes” to any of the above, please explain, giving date and location.** You may use a separate page.  | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |

## Other Employment

Provide complete full-time and part-time employment information. Start with your present or most recent employer.

|  |  |
| --- | --- |
| ***1.*** Company Name | Telephone |
| Address | Employed (Month and Year)From To |
| State Job Title and Describe Your Work | Weekly PayStart Last |
| Name of Supervisor | Reason for Leaving |
| ***2.*** Company Name | Telephone |
| Address | Employed (Month and Year)From To |
| State Job Title and Describe Your Work | Weekly PayStart Last |
| Name of Supervisor | Reason for Leaving |

## Elementary Candidates

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| Circle those activities you can perform as a part of the program of self-contained classroom: After-School Activities \* Art \* Clubs \* Computer \* Play the Piano \* Sing \* String Instruments \* Teach Music \* and Others (list below):  |
| List any additional activities in which you would like to become involved: |

## Memberships

|  |
| --- |
| Please list memberships in professional or civic organizations. (Exclude those which may disclose your age, race, religion, national origin, or disability.)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

## Background Information

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| I understand that employment with the Ripley County R-III School District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. In accordance with Missouri law, this background check will include a complete fingerprint criminal record check. I further understand that in accordance with Missouri law, this criminal records check will result in the disclosure of both open and closed criminal records, including but not limited to, suspended impositions of sentence. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired. Although the existence of an arrest, charge, plea, conviction, and/or sentence 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 and child abuse/neglect information and official records for each applicant and employee, and to act in accordance with such information and official records. I understand that I am financially responsible for the background check. \* \* \* \* \*You will not be excluded from employment solely because you report an open or closed criminal record. The School District will review the information you provide with respect to type and date of offense, relationship to the job for which you are applying, and other relevant information and determine what, if any, effect the record should have on your request for employment.  |
| Has the Missouri Division of Family Services, Missouri Children’s Division, or similar agency in any other state ever issued a finding, determination, or other decision substantiating either in whole or 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?  |
| Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than $100.  |
| Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than $100.  |
| Have you ever plead guilty or nolo contendere (no contest), or entered an Alford plea, to a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than $100.  |
|  |
| Are you currently on probation or parole? |

## References

|  |
| --- |
| ***1.*** Name |
|  Address and Telephone Number |
| ***2.*** Name |
|  Address and Telephone Number |
| ***3.*** Name |
|  Address and Telephone Number |

## Miscellaneous

|  |
| --- |
| State names of relatives and friends working for the School District. |
| How did you learn about this position? |

## Signature

I hereby authorize the Ripley County R-III School District to contact all persons and entities listed on this application and to make all other contacts, inquiries, and investigations that the District deems necessary to verify my education, employment, and criminal and child abuse history, including but not limited to contacting current and/or past employers, educational institutions, law enforcement, and child abuse agencies. I hereby consent to the release of any such information by third persons, and I understand that the Ripley County R-III School District will keep such information in a confidential file, available only to appropriate District officials.

I hereby release the directors, officers, employees, and agents of both the Ripley County R-III School District and each of my past employers from any and all liability arising from disclosure of personnel records and from oral appraisals of my past performance made to the Ripley County R-III School District.

*I hereby certify that all information provided by me in connection with in this application for employment is true, accurate, and complete.* I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application, shall be cause for refusal to hire, or if applicant has been hired, for immediate termination.

## I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer-reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained, you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature Date

### The District does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, veterans’ status, or disability in employment, application for employment, or any other aspect of its programs and activities. If a person with a disability needs accommodations to participate in the application process (including filling out this form, interviewing, or any other pre-employment procedure or requirement), the application may (but is not required to) notify the District of the applicant’s need for such accommodations prior to attempting to complete the application and interview process. A person with a disability may also notify the District of any accommodations that may be necessary to permit the applicant to perform the essential functions of the position for which the applicant is applying.

**ADMINISTRATIVE SUPPLEMENT**

**DIRECTIONS:** Please answer each of the questions given below to the best of your ability in two well defined paragraphs.

**1. What do you want to accomplish as an educational leader in an administrative**

**position?**

**2. What criteria will you utilize to evaluate the effectiveness of school programs?**

**3. An experienced administrator offers you the following advice: "When you are**

**working as an administrator be sure to command the respect of your employees**

**immediately and all will go well." How do you feel about this?**

**4. When observing a lesson, what key issues are you looking for and how do you**

**evaluate the success of the lesson?**

**5. What will (does) provide you the greatest pleasure in being an administrator?**

**6. When you have some free time, what do you enjoy doing the most?**

**7. Change is often scary for people. How do you respond to change?**

**8. A student is doing poorly in school. You talk to her and the parents, and they**

**tell you they consider the teachers in your program to be poor. What would you**

**do?**

**9. If there were absolutely no restrictions placed upon you, what would you most**

**want to do in life?**