

**Benton County R-1 School District**

**“It’s A Great Day to Be a Bluebird!”**

**Employment Application: Support Staff**

**APPLICATION FOR A SUPPORT STAFF POSITION**

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. If you have any inquires, 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 Superintendent of Schools at (660)668-4427.

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

**Position for which you are applying\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Last Name First Name Middle Name**

Other Names that may appear on your transcripts or records:

**Social Security Number**\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_

 **Address**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Street City State Zip**

**Home Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_ Cell Phone(\_\_\_\_\_) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_**

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

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Personnel Services

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Skills you possess pertaining to the position for which you are applying:

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 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Business/Trade School |  |  |  |  |  |
|  |  |  |  |  |  |

Work Experience:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EmployerName & Location | Position | Dates of Employment | Number of Years | Supervisor | Phone |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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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)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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?

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

If necessary:

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**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 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 June 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\_\_\_\_\_\_\_\_\_ Reference letters\_\_\_\_\_\_\_

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

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

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

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

Salary Step and level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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