

Employment Application

NORTHWEST R-I SCHOOL DISTRICT
P O BOX 500, HOUSE SPRINGS, MO 63051
(636) 677-3473 FAX (636) 677-5480

Date of application

Position(s) applied for

APPLICATION FOR A CLASSIFIED PERSONNEL POSITION IN THE NORTHWEST R-I SCHOOL DISTRICT AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION – PLEASE PRINT OR TYPE

Last Name	First Name	Middle Initial
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Present Address	City	State	Zip
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Phone	Social Security Number
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Permanent Address	City	State	Zip	Phone
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Name and phone number of a person who will always know your address (excluding spouse)

Work Phone

Are you presently legally authorized to work in the United States on a full time basis? Yes No

In case of emergency notify	Relationship
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Street	City	State	Zip	Phone
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Date available for position	County of residence
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Track

Hourly Rate/Step

First

Last Name

D.O.H.

For Office Use Only

EMPLOYMENT HISTORY

List all experience in chronological order including positions through the past five years. Please include your most recent experiences.

INCLUSIVE DATES		YEARS OF EXP.	NAME OF COMPANY	ADDRESS	JOB TITLE	FULL OR PART TIME	REASON FOR LEAVING
TO	FROM						

RELATED INFORMATION

Have you had any experience in administering first aid? If yes, please describe below.

Please list other special training or experience, which would be valuable for employment consideration.

EDUCATIONAL AND PROFESSIONAL TRAINING

High School	Name of High School	City and State	
College or University Trade or Business School	Name of Institution	City and State	Level Achieved

UNDERGRADUATE

Area of Specialization	Major	Minor

TRADE OR BUSINESS SCHOOL

Area of Specialization

REFERENCES

Give at least five references, including supervisors under whom you worked, who have first-hand knowledge of your character, performance, scholarship and ability.

NAME	ADDRESS	PHONE	POSITION

WRITE A SHORT PARAGRAPH

In your own handwriting, please write a short paragraph explaining why you want to be an employee of the Northwest –R-I School District.

Thank you for completing this application.
Northwest R-I School District, P. O. Box 500, House Springs, MO 63051
(636) 677-3473 Fax (636) 677-5480

CRIMINAL RECORDS CHECK CHILD ABUSE/NEGLECT REPORT

Employment with the district is contingent upon the satisfactory completion of a criminal record and a child abuse/neglect record check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, as may be appropriate. Applicants and employees must report any arrests, charges, or convictions that occur subsequent to the time they initially completed this form. Please read carefully and answer every question.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. 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 engaged in abuse or neglect, including but not limited to physical, emotional, educational, medical or sexual abuse or neglect of a child? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. 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 \$100.00. Do not exclude offences related to driving while intoxicated (DWI) or driving while under the influence (DUI).) misdemeanor, or ordinance violation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 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 \$100.00. Do not exclude offenses related to driving while intoxicated (DWI) or driving while under the Influence (DUI).) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever plead guilty or nolo contendere (not 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 \$100.00. Do not exclude offenses related to driving while intoxicated (DWI) or driving under the influence (DUI).) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you currently on probation or parole? | <input type="checkbox"/> | <input type="checkbox"/> |

If your answer to any of the foregoing questions is "yes", please provide an explanation on a separate piece of paper and attach it to this application.

PRIOR EMPLOYMENT

- | | | |
|---|---|---|
| 1. Have you ever been fired, dismissed, terminated or otherwise involuntarily discharged from your employment? | Y | N |
| 2. Have you ever resigned in lieu of being fired, dismissed, terminated or otherwise involuntarily discharged from your employment? | Y | N |
| 3. Have you ever entered into a separation or settlement agreement in connection with either the voluntary or involuntary termination of your employment? | Y | N |

If your answer to any of the foregoing questions is "yes", please provide an explanation on a separate piece of paper and attach it to this application.

**APPLICANT'S STATEMENT
AUTHORIZATION FOR INVESTIGATION**

I hereby authorize the Northwest R-I School District to contact all persons and entities listed on this application and to make all other contacts, inquiries, and investigations which they deem 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 Northwest R-I 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 Northwest R-I 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 Northwest R-I School District.

I understand that employment with the Northwest R-I 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 records check. 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 hereby certify that all information provided by me in connection with this application 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.

CAUTION

You must answer every question on the application accurately and completely.

You will not be hired if you provide false or incomplete information.

You will be dismissed if the false or incomplete information is discovered after you are hired.

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Under Missouri law, the School District can and will receive **complete** criminal records for all applicants.

Under Missouri law, the School District will receive information about both open and closed criminal records.

If you have ever been told by an attorney, law enforcement officer, or any other person that you do not have to report an arrest, charge, suspended sentence, conviction, or any other type of criminal record – whether open or closed – on an employment application, **that advice does not apply to employment with school districts.**

You must report every open or closed criminal record on your application to this School District.

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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.

However, failure to report any criminal record – whether open or closed – will result in exclusion from hiring or discharge if you have already been hired.

If you are not sure whether something should be reported on the application, you must report it. The School District cannot accept reasons such as an applicant forgot about an arrest or offense, or that the applicant did not know he or she was “actually arrested.”

The Northwest R-I School District is an equal opportunity employer. The Northwest R-I School District does not discriminate in its employment practices on the basis of race , color, religion, national origin, sex, age or disability. This includes recruitment, selection, placement, compensation and benefits

Signature of Applicant

Date