**Craig R-III School**

402 North Ward

Craig, Missouri 64437

660-683-5351 or 660-683-5431 ***phone***

660-683-5769 ***fax***

**SUPPORT STAFF POSITION**

The Craig R-III 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 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 Mike Leach, Superintendent, at 660-683-5351.

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:

Describe in detail your work experience and skills as related to the position you are applying for; use a separate sheet of paper if necessary:

***Educational Preparation:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name & Location** | **Dates of Attendance** | **Name of Degree** | **Major** | **Overall GPA** |
| High School |  |  |  |  |  |
| Colleges/ Universities |  |  |  |  |  |
| Business/  Trade Schools |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Work Experience:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer Name & Location** | **Position** | **Dates of Employment** | **Number of Years** | **Supervisor** | **Phone** |
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References:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Phone** | **Position** |
|  |  |  |  |
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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)

1. 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?

1. 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?

1. 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; 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 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 record 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.

Date

Signature

***Do not write below this line - for administrative use only***

Date received: Application\_\_\_\_\_ Transcripts\_\_\_\_\_ Letter of Reference\_\_\_\_\_\_\_\_

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

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

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

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

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