



MANES R-V SCHOOL DISTRICT

8939 HIGHWAY 95

MOUNTAIN GROVE, MO 65711

PHONE: 417-668-5313

FAX: 417-668-5537

APPLICATION FOR

SUPPORT STAFF POSITION

Name: _____
(LAST) (FIRST) (OTHER)

Date: _____ Social Security Number _____ - _____ - _____

Address: _____
(STREET) (CITY) (STATE) (ZIP)

Home Phone: _____ Cell Phone: _____

Date Available: _____

Position(s) for which you are applying: Circle all that apply.

Secretarial

Custodial

Bus Driver

Maintenance

Technology

Paraprofessional

Mechanic

What experience do you have with the position that you are applying for: _____

Are You Currently Employed? _____

Have You Applied Here Before? _____ When? _____

Do you hold any specialized training or certification?:? _____

What type? _____

EDUCATION:

NAME & LOCATION DEGREE YEAR COMPLETED

College: _____

High School: _____

Trade or Technical School: _____

Military: _____

EMPLOYMENT HISTORY: List most recent first.

Company: _____

Supervisor: _____

Address: _____

Description of work: _____

Reason for leaving: _____

Start Date: _____ Stop Date: _____

Company: _____

Supervisor: _____

Address: _____

Description of work: _____

Reason for leaving: _____

Start Date: _____ Stop Date: _____

Company: _____

Supervisor: _____

Address: _____

Description of work: _____

Reason for leaving: _____

Start Date: _____ Stop Date: _____

Have you ever been discharged or asked to resign from a position? ____ Yes ____ No. If yes, state the name of the employer, date and reason for termination or request for resignation _____

List any other information concerning yourself which your judgment might be helpful as we consider your application.

REFERENCES:

Provide names and contact number for your references. If possible, do not provide relatives as references.

1. Name: _____

Phone: _____

2. Name: _____

Phone: _____

3. Name: _____

Phone: _____

Employment Questions:

1. Have you ever been arrested for, or charged with or convicted of a 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 plead 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? _____

If the answer to any of the foregoing questions is "yes" please explain; use a separate sheet 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 experiences. I release my current and former employers and reference 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 the 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 one (1) calendar year. I understand that if I wish my candidacy to remain open after that date I must submit another application.

SIGNATURE

DATE

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 office at 417-668-5313.