

Application for Employment
Niangua R-V Schools

301 Rumsey Street
Niangua, Missouri 65713

417-473-6101, voice
417-473-6124, fax

PLEASE PRINT or TYPE

POSITION(S) APPLIED FOR

DATE

- CERTIFIED: Administration
 Elementary K-6
 Secondary 7-12
 Special Education
 Counselor
 Other

- NON-CERTIFIED: Secretarial
 Maintenance / Janitor
 Bus Driver
 Food Service Employee
 Other

NAME

ADDRESS

TELEPHONE NUMBER ... () - SOCIAL SECURITY NUMBER - -

Would you arrange for an interview during normal working hours? NO YES

If 'Yes' and if necessary, what is the best time to call you at home?

May we contact you at work? No Yes May we contact your current employer? No Yes

If 'Yes', what is your work number and best time to call?

Have you ever filed an application with Niangua R-V before? No Yes

If 'Yes', give date(s)

Have you ever been employed with the Niangua R-V School District before? No Yes

If 'Yes', give date(s) and capacity

Are you legally eligible for employment in the United States? No Yes

(Proof of U.S. Citizenship / Immigration status will be required upon employment)

What date will you be available to start work:

What type of employment do you desire: Full-time Part-time

What salary do you want (or need) for the position which you are applying?

Can you meet the attendance (time requirements) for the position? No Yes

Are you willing to work extra hours, when needed, to complete a job? No Yes

Have you ever been 'Bonded'? No Yes

If 'Yes', when, for what, and by whom?

Have you ever been convicted of a Felony? No Yes

(A conviction does not mean automatic 'BAR' from employment)

If 'Yes', please explain: (for what, when, and disposition)

Do you have any criminal or civil charges pending? No Yes

If 'Yes', please explain: (for what, where)

Educational Background

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank and E. Major and minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	E. Hours i Major

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

TYPE OF MISSOURI TEACHING CERTIFICATE HELD: _____

SUBJECTS CERTIFIED IN: _____

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
	Area Code ()	
	Area Code ()	
	Area Code ()	

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.) _____

What is your Driver's License number? (If job related)
What State issued your Driver's License?
Do you have any handicapping condition(s) which may interfere with the successful completion of the job for which you are applying? [] No [] Yes
If 'Yes', what accommodation(s) would be needed to enable you to succeed?
Is there anything you would like to tell us which you feel would aide us in more accurately evaluating you for the position which you are seeking? If 'Yes', please explain.
.....
.....

I understand that the information supplied herein is complete and truthful. Any misrepresentation or admission of such can be justification for refusal of employment, or, if employed, termination of employment. I realize some pre-employment screening processes may take weeks and if employed, continued employment will depend upon successful passage of your pre-employment screening.

I give the employer the right to investigate all reference(s) and secure any additional information about me. I further give the school district permission to do a full and complete background check, including a criminal background check. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I further agree that a photocopy of my signature below may be used as an original signature when seeking information from agencies requiring an original signature from me while the school district is conducting their background and / or continued employment screening check(s).

Niangua R-V School District is an Equal Opportunity Employer. The employer complies with all Local, State, or Federal law, including I.D.E.A. and A.D.A.

This application will remain 'active' for one year. At the conclusion of this time, if I have not heard from the Niangua R-V School District and still wish to be considered for employment, I will fill out and submit a new application.

(Signature of applicant) Date

(Printed name - same as on your Social Security card)

FOR OFFICE USE ONLY -- DO NOT WRITE BELOW.

INTERVIEWED BY: Date
..... Date

COMMENTS:
.....
.....
.....

HIRED: [] YES [] NO

POSITION HIRED FOR:

DATE OF HIRE:

CONTRACTED POSITION [] HOURLY POSITION [] SELF-EMPLOYED CONTRACTED POSITION []

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title				
Hourly Rate/Salary				
Starting				
Immediate Supervisor and Title				
\$ Per				
Reason for Leaving				
Hourly Rate/Salary				
Final				
\$ Per				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title				
Hourly Rate/Salary				
Starting				
Immediate Supervisor and Title				
\$ Per				
Reason for Leaving				
Hourly Rate/Salary				
Final				
\$ Per				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title				
Hourly Rate/Salary				
Starting				
Immediate Supervisor and Title				
\$ Per				
Reason for Leaving				
Hourly Rate/Salary				
Final				
\$ Per				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title				
Hourly Rate/Salary				
Starting				
Immediate Supervisor and Title				
\$ Per				
Reason for Leaving				
Hourly Rate/Salary				
Final				
\$ Per				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Comments (including explanation of any gaps in employment)

Skills and Qualifications - Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying _____
