

**HOWELL VALLEY R-1 SCHOOL DISTRICT
APPLICATION FOR EMPLOYMENT**

6461 State Route ZZ, West Plains, MO 65775 (417) 256-2268

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status. Your application will be considered invalid if you fail to pass a background check. This application will be active for one calendar year. Applicants may request in writing, an extension beyond the one(1) calendar year.

(PLEASE PRINT LEGIBLY)

Position(s) applying for: _____ Date: _____

Full Name: _____ Date of Birth _____

Address: _____

Telephone Number: _____ Social Security Number _____

Email Address: _____

How did you learn about us? Advertisement _____ Employment Agency _____ Walk-In _____
Relative _____ Friend _____ Other _____

Have you ever filed an application or been employed with us before?

Yes (Give date: _____) No

Are you currently employed? Yes No

May we contact your present employer Yes No

Are you prevented from lawfully becoming employed Yes No
in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____ Can you travel if required? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

Are you physically or otherwise unable to perform any Yes No
the duties of the job for which you are applying?

If yes, please explain: _____

BACKGROUND INFORMATION – Employment Questions

1. Have you ever been dismissed from a position? _____
2. Have you ever been asked to resign from a position? _____
3. Have you ever been asked to resign rather than face disciplinary action and/or non-renewal by an employer? _____
4. Have you ever been asked to resign rather than face disciplinary action against a license or certificate? _____

IF YOU ANSWERED YES TO ANY OF THE ABOVE, PLEASE EXPLAIN GIVING DATES AND LOCATIONS _____

BACKGROUND INFORMATION – Conviction Questions

1. Have you ever been convicted of an offense other than a minor traffic violation? _____
2. Have you ever been convicted of or pleaded guilty to a felony or a misdemeanor? _____
3. Has a State Agency in ANY state ever issued a determination, or finding, of cause, or reason to believe or suspect that you had engaged in any physical, psychological, or sexual abuse or neglect of a child? _____

IF YOU ANSWERED YES TO ANY OF THE ABOVE, PLEASE EXPLAIN GIVING DATE AND LOCATION _____

Please identify states in which you have maintained residency, including the dates of residency: _____

ACADEMIC AND PROFESSIONAL EDUCATION

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Dates Attended				
Diploma/Degree				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				

List professional, trade, business or civic activities and offices held. (You may exclude memberships which reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status.)

EDUCATIONAL WORK EXPERIENCE/EMPLOYMENT(IF APPLICABLE)

List School and Location	Dates – From/To	Grades & Subjects Taught	Type of Experience FT/PT/SUB/St Teaching

OTHER WORK EXPERIENCE

Company name and location	Dates – From / To	Nature of Work

REFERENCES -

Name	Position	Complete Address	Telephone

Present Employer Name, Address and Phone Number

I hereby affirm that the information on this application is accurate and correct.

Signature _____ Date _____

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT.