

Chillicothe R-II School District

ADMINISTRATOR Employment Application

The Chillicothe R-II 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 Chillicothe R-II School District policy of non-discrimination, you may contact the Superintendent at 660- 646-4566.

All applicants are expected to answer all questions on this application. Answer "none" or "not applicable" where necessary.

APPLICANT INFORMATION												
Last Name					First			M.I.		Date		
CURRENT:												
Street Address							Apartment/Unit #					
City					State			ZIP				
PERMANENT:												
Street Address							Apartment/Unit#					
City					State			ZIP				
Phone					E-mail Address							
Date Available				Social Security No.				Desired Salary				
Position Applied for												
Are you a citizen of the United States?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			
Have you ever worked for this school?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?							
Have you ever been convicted of a felony?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If yes, explain							
TEACHER CERTIFICATION												
Type of Certification (Life, PC1, etc)							Other					
State(s)					Subject(s)							
Grade Level(s)					Expiration Date(s)							
Other information regarding your Certification and/or certification status:												
ADMINISTRATOR CERTIFICATION												
Type of Certification (Life, PC1, etc)							Other					
State(s)					Subject(s)							
Grade Level(s)					Expiration Date(s)							
Other information regarding your Certification and/or certification status:												
Position(s) for which you are applying:												

EDUCATION

High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address		Overall GPA	
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address		Overall GPA	
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address		Overall GPA	
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

TEACHING EXPERIENCE:

DISTRICT NAME & LOCATION	POSITION	DATE(s) of EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR NAME	PHONE

ADMINISTRATIVE EXPERIENCE:

DISTRICT NAME & LOCATION	POSITION	DATE(s) of EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR NAME	PHONE

OTHER WORK EXPERIENCE:

EMPLOYER NAME & LOCATION	POSITION	DATE(s) of EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR NAME	PHONE

REFERENCES:

NAME	ADDRESS	PHONE	POSITION

EMPLOYMENT QUESTIONS:

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.)

YES NO

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.)

YES NO

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?

YES NO

Have you ever failed to be re-employed by an educational institution?

YES NO

If the answer to any of the foregoing questions is "yes" please explain (use a separate sheet if necessary):

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Please include current resume, copies of college transcripts, and evidence of Missouri Superintendent's Certification or eligibility thereof with this completed application form. You should also include other supporting documents that would enhance the application file.

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 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 Chillicothe R-II School 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.

_____	_____
Signature	Date

DO NOT WRITE BELOW THIS LINE - For Administrative Use Only

Date Received:	Application	Credentials	Transcripts
Date Interviewed:		Interviewed by:	
Date and Time:	Applicant Notified:		
Date and Time:	Applicant Accepted:		
Position Offered:			
Salary Step & Level:			

Notes: