

## **Benton County R-2 Schools**

**P.O. Box 39 \* Lincoln, Missouri 65338**

**Phone 660-547-3514 \* Fax 660-547-3729**

**"A+ Designated School"**

**"Accredited With Distinction"**

**Website: [www.lincoln.k12.mo.us](http://www.lincoln.k12.mo.us)**

Dear Applicant:

Thank you for your interest in applying for a teaching position with the Lincoln R-2 School District. We ask that the following items be addressed as a part of the application process:

1. Current resume' which includes education and degree information, teaching experience, and other work experience, references.
2. Complete the enclosed Page 1 and 2 of the application for a certificated position.
3. Complete the enclosed 2 pages of Employment Questionnaire.
4. Enclose a copy of your latest transcript(s) with the application. An official copy of your transcript(s) will be required if you are employed.
5. Employment contract is contingent upon results of the request for child abuse or neglect/criminal record and FBI background check, which includes fingerprint check.

Please return all completed items to the Superintendent of Schools, Lincoln R-2 School, P.O. Box 39, Lincoln, MO 65338.

LINCOLN R-2 SCHOOL DISTRICT  
LINCOLN, MISSOURI

APPLICATION FOR A CERTIFICATED POSITION

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 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 the Superintendent of Schools at Lincoln R-2 School, P.O. Box 39, Lincoln, MO 65338. 660-547-3514.

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

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 \_\_\_\_\_

LINCOLN R-2 SCHOOL DISTRICT  
LINCOLN, MISSOURI

APPLICATION FOR A CERTIFICATED POSITION

Applicant's Name: \_\_\_\_\_

Certification: Type \_\_\_\_\_ (Life, OCI, 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: \_\_\_\_\_

Subject(s) \_\_\_\_\_

Grade Level(s) \_\_\_\_\_

Extra duty positions you may be interested in sponsoring or coaching:

\_\_\_\_\_



Benton County R-2 School District

Employment Questionnaire

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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) \_\_\_\_\_
2. 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) \_\_\_\_\_
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? \_\_\_\_\_
4. 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 if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Benton County R-2 School District

Employment Questionnaire

READ CAREFULLY BEFORE SIGNING

I acknowledge and agree to the following provisions as conditions to consideration 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 employment.
3. I certify that the answers given in the employment questionnaire 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 questionnaire 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

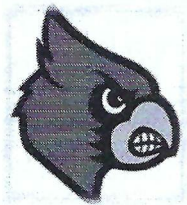
Date Received: \_\_\_\_\_ Credentials: \_\_\_\_\_ Transcripts: \_\_\_\_\_

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

Date and Time: Applicant notified \_\_\_\_\_

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

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



# Lincoln R-2 School District

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

TURN OVER - CONTINUE



## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_