



# Otterville RVI School District

101 W Georgetown Street, Otterville MO 65348

Supt. Dan Kruse, 660-366-4391

Principal, Melissa Stone 660-366-4621

Fax 660-366-4293

## APPLICATION FOR NON CERTIFIED PERSONNEL

The District considers applicants for positions without regard to age, race, color, national origin, gender, religion, and disability (with or without reasonable accommodation). If you have a disability 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 before you attempt to complete that part of the application process.

Requirements for completed application: Letter of Interest, Completed Application, Resume, Education Transcripts, submit three letters of recommendation from professionals who have knowledge of your professional expertise

Date of Application: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle

Other names that might appear on your transcripts or records: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Street

City

State

Zip

Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Street

City

State

Zip

Are you currently legally authorized to work in the United States? \_\_\_ Yes \_\_\_ No

Subject or Service of Certification or College Hours	Grade Level	Type of Certificate	Expiration Date

What activities/sports are you willing to sponsor or coach? \_\_\_\_\_

**POSITION(S) DESIRED**

\_\_\_\_\_

Date available for employment: \_\_\_\_\_

**EDUCATIONAL TRAINING**

College/University Trade School	Year completed	Degree/Course of Study	Major

**OTHER WORK EXPERIENCE**

Dates of Employment	Employer/Address	Position	Supervisor	Phone

Please describe any circumstances surrounding a break in employment of one or more years:

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## PROFESSIONAL REFERENCES

Name	Address	Phone	Position

## PERSONAL BACKGROUND

Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, the District has a compelling interest in the safety and welfare of its students. Therefore, the District requires applicants to answer certain questions to permit the District to ascertain the criminal record background and child abuse/neglect history of an applicant.

I understand that my answers to the following questions will be considered as part of the applicant evaluation process. A report that is incomplete or unsatisfactory in the judgment of the District shall constitute cause for rejection of my application. I understand that any false, inaccurate, or misleading answers or explanations may constitute cause for rejection of my application.

**I agree to answer the following questions truthfully and completely, and provide supporting information and/or an explanation where indicated:**

1. Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. **Do not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI.) **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.
2. Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. **Do not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI). **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.
3. Have you ever plead guilty to, plead nolo contendere (no contest) to, or entered an Alford plea to, a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. **Do not** exclude offenses related to

driving while intoxicated (DWI) or driving while under the influence (DUI). **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.

4. Has any record pertaining to you concerning any arrest, charge, plea, conviction, or sentence for any felony, misdemeanor, or ordinance ever been expunged? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. **Do not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI). **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.

5. Are you currently on probation or parole? **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.

6. Have you ever been on probation or parole? **Yes** \_\_\_ **No** \_\_\_. If yes, please attach a written explanation.

7. Have you ever been incarcerated in a federal, state, or local jail, detention center, or correctional institution? **Yes** \_\_\_ **No** \_\_\_\_\_. If yes, please attach a written explanation.

8. Has the Missouri Division of Family Services, Missouri Children's Division, or other government agency in any other state ever issued a finding, determination, or other decision substantiating either in whole or in part, or finding probable cause either in whole in part, to any degree whatsoever, a report that you engaged in child abuse or neglect, including but not limited to physical, emotional, educational, medical or sexual abuse or neglect of a child? **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.

9. Has your employment ever been non-renewed? **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.

10. Have you ever been served with a notice of deficiencies or warning letter?

**Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.

11. Have you ever been served with a statement of charges seeking the termination of your employment? **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.

12. Have you ever resigned to avoid being served with a statement of charges seeking the termination of your employment? **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.

13. Have you ever been fired, dismissed, terminated or otherwise involuntarily discharged from your employment? **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.
14. Have you ever resigned in lieu of being fired, dismissed, terminated or otherwise involuntarily discharged from your employment? **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.
15. Have you ever entered into a separation or settlement agreement in connection with either the voluntary or involuntary termination of your employment? **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.
16. Have you ever been suspended without pay? **Yes**\_\_\_ **No**\_\_\_. If yes, please attach a written explanation.

#### **AUTOBIOGRAPHICAL QUESTIONS**

**(This page should be completed in your own handwriting.)**

You may omit any activities or information that identifies your age, race, color, national origin, gender, religion or disability.

1. Why are you interested in this position?

2. What is your greatest strength? Weakness?

3. If you were employed by the Otterville R-VI School District, what important skills, values, and/or personal qualities would you bring to your assignment to assure a successful experience?

4. What can you bring to our school district that another applicant will not?

## RELEASE WAIVER

Please read carefully before signing.

I hereby authorize the Otterville R-VI School District to contact all persons and entities listed on this application and to make all other contacts, inquiries, and investigations that the District deems necessary to verify my education, employment, and criminal and child abuse history, including but not limited to contacting current and/or past employers, educational institutions, law enforcement, and child abuse agencies. I hereby consent to the release of any such information by third persons and I understand that the Otterville R-VI School District will keep such information in a confidential file, available only to appropriate District officials.

I hereby release the directors, officers, employees, and agents of both the Otterville R-VI School District and each of my past employers from any and all liability arising from disclosure of personnel records and from oral appraisals of my past performance made to the Otterville R-VI School District. My current and former employers and references may rely on a signed copy of this release.

I understand that employment with the Otterville R-VI School District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. In accordance with Missouri law, this background check will include a complete fingerprint criminal record check. I further understand that in accordance with Missouri law, this criminal records check will result in the disclosure of both open and closed criminal records, including but not limited to, suspended impositions of sentence. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired. Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, the District has a compelling interest in ensuring the safety and welfare of its students. Therefore, the District is permitted by law, and has an obligation, to request criminal and child abuse/neglect information and official records for each applicant and employee, and to act in accordance with such information and official records.

I understand that neither this document nor any offer of employment from the District constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

**I hereby certify that all information provided by me in connection with this application is true, accurate, and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application or in subsequent employment interviews, shall be cause for refusal to hire, or if applicant has been hired, for immediate termination.**

I understand that this application will be considered active for 60 days from the application date for being accepted by the District. I understand that if I wish my candidacy to remain open after that time period, I must submit another application.

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Signature

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Date

**Caution:** You must answer every question on the application accurately and completely. You will not be hired if you provide false or incomplete information. You will be dismissed if the false or incomplete information is discovered after you are hired.

Under Missouri law, the School District can and will receive complete criminal records for all applicants.



Under Missouri law, the School District will receive information about both open and closed criminal records.

If you have ever been told by an attorney, law enforcement officer, or any other person that you do not have to report an arrest, charge, suspended sentence, conviction, or any other type of criminal record – whether open or closed – on an employment application, **that advice does not apply to employment with school districts. You must report every open or closed criminal record on your application to this School District.**

You will not be excluded from employment solely because you report an open or closed criminal record. The School District will review the information you provide with respect to type and date of offense, relationship to the job for which you are applying, and other relevant information and determine what, if any, effect the record should have on your request for employment.

**However, failure to report any criminal record – whether open or closed – will result in exclusion from hiring or discharge if you have already been hired.**

If you are not sure whether something should be reported on the application, you must report it. The School District cannot accept reasons such as an applicant forgot about an arrest or offense, or that the applicant did not know he or she was “actually arrested.”

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws, Superintendent of Schools, Otterville R-VI School District, 100 Spring Street, PO Box 177, Otterville, MO 65348; phone (660) 366-4391. Any person who is unable to resolve a problem or grievance arising under Title VI (race/color/national origin), Title IX (sex), the Age Discrimination Act (age), Section 504 (disability), or Title II of the ADA (disability), may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.