

Support Staff Application for Employment

EAST PRAIRIE R-II

304 East Walnut East Prairie, MO 63845

(573) 649-3562

For Office Use Only

Start Date	
Location	
Position	
Category	Step

PLEASE READ THIS BEFORE FILLING OUT THE APPLICATION FORM:

This application form is an important part of the employment process. Candidates for any position may be eliminated on the basis of comparative evaluation of applications. Please fill it out in ink as neatly and clearly as possible. Answer all questions to the best of your knowledge. You may provide detail as you wish by adding extra sheets of information or a resume. False, incomplete or inaccurate information is cause for disqualification or discharge. Thank you for your interest in East Prairie Public Schools.

PERSONAL INFORMATION

Date: _____

Name: _____
Last First Middle Other Names Known By

Address: _____
Street City State Zip Code

Home Phone: (____) _____ If no phone, where can you be contacted? _____

Business Phone: _____ Social Security Number: _____

APPLYING FOR POSITION AS:

(Please Rank Your Preference 1 – 2 – 3)

Bus Aide – School Term _____	Maintenance – Year Round _____	(Min. 60 Hours of College Credit - Transcript Attached) _____
Bus Driver – School Term _____	Nurse – School Term _____	Teacher Assistant – School Term _____
Buildings & Grounds – Year Round _____	Secretary – School Term _____	(College Degree – Transcript Attached) _____
Custodian – Year Round _____	Secretary – Year Round _____	Other _____
Food Services – School Term _____	Teacher Aide – School Term _____	
Library Aide – School Term _____	Teacher Assistant – School Term _____	

GENERAL INFORMATION

Referral Source: Newspaper Friend Relative School Website Other _____

Do you have any relatives or friends working for the East Prairie Public Schools? Yes No
If yes, provide name and position _____

Have you worked for East Prairie Public Schools in the past? Yes No
If yes, when? _____ If yes, what position(s)? _____

Have you ever applied with East Prairie Public Schools in the past? Yes No If yes, when? _____

Do you desire full-time work? Yes No Do you desire summer employment? Yes No

Do you desire part-time work? Yes No Do you desire school-term work? Yes No

Are you presently employed? Yes No

May we contact your current employer? Yes No May we contact your past employer(s)? Yes No

What is the minimum starting salary that you expect? \$ _____ per hour

What is the earliest date you would be available to work? _____

If the position requires use of District vehicles:

Do you have a valid Missouri driver's license? Yes No Number _____

Do you have a valid Missouri chauffeur's license? Yes No Number _____

If hired, can you furnish proof of employment eligibility in the United States under present immigration laws? Yes No

WORK EXPERIENCE

List last four employers starting with your most recent job first.

Employer Name	Dates of Employment (month/year) From _____ to _____
Address	Starting _____ Ending _____
	Salary _____ Salary _____
	Telephone Number _____
Supervisor's Name	Job Title
Duties	
If no longer employed, why did you leave this position?	

Employer Name	Dates of Employment (month/year) From _____ to _____
Address	Starting _____ Ending _____
	Salary _____ Salary _____
	Telephone Number _____
Supervisor's Name	Job Title
Duties	
If no longer employed, why did you leave this position?	

Employer Name	Dates of Employment (month/year) From _____ to _____
Address	Starting _____ Ending _____
	Salary _____ Salary _____
	Telephone Number _____
Supervisor's Name	Job Title
Duties	
If no longer employed, why did you leave this position?	

Employer Name	Dates of Employment (month/year) From _____ to _____
Address	Starting _____ Ending _____
	Salary _____ Salary _____
	Telephone Number _____
Supervisor's Name	Job Title
Duties	
If no longer employed, why did you leave this position?	

Have you ever been fired, asked to resign or been terminated from any job? Yes No If yes, please explain _____

EDUCATIONAL EXPERIENCE

List name and location of schools attended and highest grade completed.

Name and Location (City, State)		Hours Completed	Degree/Grade Completed
High School			
College(s)/ Trade School(s)			

SKILLS

List specific skills, training, or experience you possess for the position. You may include volunteer work performed without compensation, computer software skills, apprentice training, other types of specialized training, typing skill speed (wpm), teacher certification, licenses.

Please Answer the following questions:

1. Why are you interested in working for the East Prairie Public School District?

2. What skills would you bring to the East Prairie Public School District?

3. What type of work do you like to do most?

Additional Comments:

REFERENCES

References are a very important part of your application. Please complete this section fully as the information provided is very useful in evaluating your application.

List personal and/or professional persons who have known you for one or more years (do not include relatives).

	Name	Address	Business	Telephone Numbers
1				
2				
3				

CRIMINAL RECORD AND CHILD ABUSE / NEGLECT REPORT

Employment with the district is contingent upon satisfactory completion of a criminal and child abuse/neglect record check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, as may be appropriate. Although the existence of a conviction alone may not constitute an unsatisfactory report, the district has a compelling interest in the safe 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. Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the Director of Human Resources. **Please read carefully and answer every question.**

- 1. Have you ever been convicted of a felony, misdemeanor, or ordinance violation?
(Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00) Yes No
- 2. Have you ever plead guilty or nolo contendere (no contest) to a felony, misdemeanor, or ordinance violation?
(Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00) Yes No
- 3. Have you ever received a suspended imposition of sentence? Yes No
- 4. Are you currently on parole or probation? Yes No
- 5. Has the Missouri Department 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 had engaged in the physical, emotional, psychological or sexual abuse or neglect of a child? Yes No

If you answered yes to any of the above questions, please explain below. (*CONVICTION means the final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken.

AN EQUAL OPPORTUNITY EMPLOYER

The East Prairie R-2 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Scott Downing, Superintendent of Schools, PO Box 10, East Prairie, MO 63845 573/649-3562
 Laura White, 504 Coordinator, PO Box 10, East Prairie, MO 63845 573/649-3562
 Scott Downing, Title IX Coordinator Age Act Coordinator, PO Box 10, East Prairie, MO 63845 573/649-3562
 Mellisa Heath, Title II Coordinator Title VI Coordinator, PO Box 10, East Prairie, MO 63845 573/649-2272

For further information on notice of non-discrimination, visit for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Applications submitted from the previous year become inactive in January of the current year unless submitted on or after October 1 of the previous year. Applications submitted on or after October 1, but on or before December 31 of the previous year will remain active through December 31 of the current year.

My signature below authorizes the school district to conduct an investigation of my personal or employment history and authorizes my current and any former employer or any person, firm, corporation, credit agency or government agency to release any information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, personal references, professional references, any findings of child abuse or neglect investigation and any other appropriate information involving me. This release includes any law enforcement agencies, criminal records agencies, previous employers, educational institutions, Missouri or other State Departments of Social Service, Child Protective Services in any locality to which they may refer. In consideration of the school district's review of this application, I waive my right of access to any such information, and without limitation hereby release the school district and the reference source from any liability in connection with its release or use.

Furthermore, I certify that the statements contained herein are true, correct, and complete answers in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

_____ Date

_____ Signature of Applicant