

**EAST BUCHANAN C-1 SCHOOL DISTRICT**

**Employment Application:**

**APPLICATION FOR ALL POSITIONS**

The East Buchanan C-1 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 Paul Mensching at 816-424-6466.

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

Position for which you are applying: \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name

Other names that may appear on your transcript or records:  
\_\_\_\_\_

Current Address \_\_\_\_\_  
Street    City                                      State                                      Zip

Current Phone Number \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Street    City                                      State                                      Zip

Permanent Phone \_\_\_\_\_

Date Available for work \_\_\_\_\_

Skills you possess pertaining to the position(s) for which you are applying:

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**Educational Preparation:**

Name of Institution	Dates of Attendance	Name of Degree	Major Overall GPA
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**Work Experience:**

Employer	Position	Dates of Employment	Number of Years	Supervisor	Phone
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**References:**

Name	Address	Phone	Position
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**Employment Questions:**

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:

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**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 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.
4. I understand that this application will be considered active through June 30th understand that if I wish my candidacy to remain open after that date I must submit another application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Do Not Write Below This Line – For Administrative Use Only

Date Received: Application \_\_\_\_\_ Transcripts \_\_\_\_\_ Letters of Reference \_\_\_\_\_

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

Date and Time: Applicant Notifies \_\_\_\_\_

Date and Time: Applicant Accepted \_\_\_\_\_

Position Offered: \_\_\_\_\_

Salary Step and Level: \_\_\_\_\_