

# ORRICK R-XI SCHOOLS

100 KIRKHAM  
ORRICK, MO 64077

## APPLICATION FOR A SUPPORT STAFF POSITION

The School District considers applicants for all positions without regard to race, color, religion, sex, national origin, genetic information, 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 816-770-0094.

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

Date \_\_\_\_\_

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Last Name

First Name

Middle Name

Other names that may appear on your transcripts or records:

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Current Address

Street

City

State

Zip

Current Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E Mail Address \_\_\_\_\_

Permanent Address

Street

City

State

Zip

Permanent Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date Available \_\_\_\_\_

Position(s) for which you are applying: \_\_\_\_\_

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

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**Educational Preparation:**

SCHOOL NAME	LOCATION	DEGREE	MAJOR	OVERALL GPA	CREDITS EARNED
HIGH SCHOOL		N/A	N/A	N/A	N/A

**Other Work Experience:**

EMPLOYER NAME & LOCATION	POSITION	DATES OF EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR	PHONE

**References:**

NAME	ADDRESS	PHONE	POSITION

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) \_\_\_\_\_
  
2. 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Do Not Write Below This Line-For Administrative Use Only

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

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

Date and time: Applicant notified\_\_\_\_\_

Date and time: Applicant accepted\_\_\_\_\_

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

Salary:\_\_\_\_\_