

Greenville R-II School District
PO BOX 320
Greenville, MO 63944
(573) 224-3844

PERSONNEL SERVICES

Employment

Employment Application – Non-certificated Staff

APPLICATION FOR A NON-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 Mr. Rick Clubb at (573) 224-3844.

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
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Other names that may appear on your transcripts or records:

Social Security Number	Date of Birth _____
	(DESE Required)

Current Address _____	_____	_____	_____
Street	City	State	Zip


Current Phone	Cell Phone
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Permanent Address _____	_____	_____	_____
Street	City	State	Zip

Permanent Phone

E-mail Address: _____

Date available: _____

Please  positions for which you are applying:

Substitute Teaching

Teacher Aid

Janitorial

Secretarial

Bus Driver

Other _____

Do you have 60 college hours? (Please circle)

Yes

No

EDUCATIONAL PREPARATION

	Name & Location	Dates of Attendance	Name of Degree	Major	Overall GPA
High School					
Colleges/ Universities					

WORK EXPERIENCE

Employer Name & Location	Position	Dates of Employment	Number of Years	Supervisor	Telephone #

REFERENCES

Name	Address	Telephone #	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). Yes No
2. Have you ever pleaded guilty or no contest to a felony misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00). Yes No
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? Yes No
4. Have you ever failed to be re-employed by an educational institution?
Yes No

If the answer to any of the foregoing questions is "yes" please explain; use a separate sheet if necessary.

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 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 t false or misleading information.
4. I understand that this application will be considered active for a period of one year. I understand that if I wish my candidacy to remain open after that date I must submit another application.

Signature of Applicant

Date

.....
Do not write below this line – For Administrative Use only

Date Received Application _____ Credentials _____ Transcripts _____

Date Interviewed _____ Interviewed by _____

Date and time: Applicant Notified _____

Date and time: Applicant Accepted _____

Position offered: _____

Salary Step and Level: _____