

NON-CERTIFIED STAFF APPLICATION PUTNAM COUNTY R-I SCHOOLS

803 South 20th Street
Unionville, MO 63565
660-947-3361

AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex; national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

Applicants Full Name:

Other names under which records might appear:

Phone Number:

Email Address:

Phone Number:

Address:

E-Mail Address:

Name and address of someone who will always know your address:

Are you a United States Citizen?:

Specific position you are applying for:

SCHOOLS ATTENDED

High School:

College:

PARAPROFESSIONAL INFORMATION

Have you completed 60 college credit hours?

Have you passed the ParaProfessional Praxis/MEGA test?

BUS DRIVER INFORMATION

Do you currently have a valid CDL with a School Bus endorsement?:

What is the date of your last School Bus Driver Physical?:

SECRETARY INFORMATION

Software programs you are experienced in::

List any trainings you have participated in that you feel would help in your job performance.:

WORK EXPERIENCE

Job #1:

Job #2:

Job #3:

Job #4:

Job #5:

Additional Information:

When would you be available to begin work with Putnam County R-I Schools?:

REFERENCES

Reference #1:

Reference #2:

Reference #3:

QUESTION AND ANSWERS

Briefly state what you feel you can contribute as an employee for the Putnam County R-I School District in the position for which you are applying.

Have you ever been involuntarily terminated or asked to resign from the employment of another school district or place of employment? If yes, give the name of the employer, the date and the reasons for the termination or request for resignation.

Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application? If yes, please explain.

Estimate your total absence from work or school the last three years and explain the reason.

Have you ever been convicted of any offense involving violent crimes, stealing, sexual molestation, physical or sexual abuse or rape? If yes, explain.

(Conviction of a crime is not an automatic bar to employment; the district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.)

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of the application or termination of employment. Furthermore, it is understood that this application and records become the property of the District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District now in force and effect or as they may change during my employment, if I am employed by the District. I also hereby authorize the District to conduct a background investigation and authorize release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers and education institutions, personal references, professional references, and other appropriate

sources. I waive my right of access to such information, and without limitation hereby release the school district and the reference source from any liability in connection with its release or use.

Do you agree to the above?:

Date: