

SUBSTITUTE 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:

Address:

E-Mail Address:

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

Are you a United States Citizen? YES NO

SCHOOLS ATTENDED

High School:

Name of School	Address	Dates of Attendance	Graduation Date

College:

Name of School	City/State	Dates Attended	Hours Earned	Degree	Graduation Date

WORK EXPERIENCE

Job Title	Type of Work	Dates of Work	Reason for Leaving

List any additional information you think would be helpful concerning your knowledge, skills and experience relating to the job for which you are applying.

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

REFERENCES

Give full name, addresses, and phone numbers of three references. These should be persons who are qualified to answer questions concerning your fitness for the position you seek. Indicate with an (*) any reference listed, which is included in your credentials.

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.

YES NO

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.

YES NO

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.)

YES NO

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.

Signature

Date