**PERSONNEL SERVICES**  
**Employment**

**Policy** 4110

**Equal Opportunity Employment**

The Board of Education of the School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, ethnicity, disability, sex orientation or perceived sex orientation. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.

November, 2010

Copyright © 2010 Missouri Consultants for Education

**Centerville R-l School District P.O. Box 99 2354 S. Green St.**

**Centerville, Mo 63633 573-648-2285**

**573-648-2282-Fax Joseph Minks, Ed. S**

[**jminks@ces.k12.mo.us**](mailto:jminks@ces.k12.mo.us)

APPLICATION FOR A CERTIFICATED POSITION

The Centerville 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 non­discrimination, you may contact the district at 573-648-2285.

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\_\_\_\_\_\_\_\_\_\_

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

Social Security Number Date of Birth

Address

Street City State Zip

Current Phone#

Cell Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please see other side for the discrimination policy.

Please initial on the line after you have read the policy.

\_

Certification: Type (Life, PCI, Etc.) Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subjects)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level(s) Expiration date(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other information regarding your Certification and/or certification status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Subject(s)

Grade Level(s) \_\_

Are you available for substitute teaching? \_\_\_\_\_\_\_\_\_\_\_\_Paraprofessional?\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extra duty positions you may be interested in sponsoring or coaching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational Preparation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | NAME&  LOCATION | DATES OF ATTENDANCE | NAME OF DEGREE | MAJOR | OVERALL  GPA |
| HIGH SCHOOL |  | N/A | N/A | N/A | N/A |
| COLLEGES/  UNIVERSITIES |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Teaching Experience (If none, list student teaching experience):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DISTRICT NAME & LOCATION | POSITION | DATES OF EMPLOYMENT | NUMBER OF YEARS | SUPERVISOR | PHONE |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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)

1. 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)

1. 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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:

APPLICANT QUESTIONS

Please respond to the following questions in your own handwriting.

1. Why have you chosen teaching as your profession?
2. What student outcomes would you strive for as a teacher?

3.

Write a brief autobiography focusing on the important people and events in your life.

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 May 30th. I 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 Credentials Transcripts

Date interviewed: Interviewed by:

Date and time: Applicant notified

Date and time: Applicant accepted

Position offered:

Salary step and level: