

# Chillicothe R-II School District

## ADMINISTRATOR Employment Application

The Chillicothe R-II 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 Chillicothe R-II School District policy of non-discrimination, you may contact the Superintendent at 660- 646-4566.

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

APPLICANT INFORMATION												
Last Name					First			M.I.		Date		
<b>CURRENT:</b>												
Street Address							Apartment/Unit #					
City					State			ZIP				
<b>PERMANENT:</b>												
Street Address							Apartment/Unit#					
City					State			ZIP				
Phone					E-mail Address							
Date Available				Social Security No.				Desired Salary				
Position Applied for												
Are you a citizen of the United States?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			
Have you ever worked for this school?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?							
Have you ever been convicted of a felony?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If yes, explain							
<b>TEACHER CERTIFICATION</b>												
Type of Certification (Life, PC1, etc)							Other					
State(s)					Subject(s)							
Grade Level(s)					Expiration Date(s)							
Other information regarding your Certification and/or certification status:												
<b>ADMINISTRATOR CERTIFICATION</b>												
Type of Certification (Life, PC1, etc)							Other					
State(s)					Subject(s)							
Grade Level(s)					Expiration Date(s)							
Other information regarding your Certification and/or certification status:												
<b>Position(s) for which you are applying:</b>												

**EDUCATION**

High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address		Overall GPA	
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address		Overall GPA	
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address		Overall GPA	
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

**TEACHING EXPERIENCE:**

DISTRICT NAME & LOCATION	POSITION	DATE(s) of EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR NAME	PHONE

**ADMINISTRATIVE EXPERIENCE:**

DISTRICT NAME & LOCATION	POSITION	DATE(s) of EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR NAME	PHONE

**OTHER WORK EXPERIENCE:**

EMPLOYER NAME & LOCATION	POSITION	DATE(s) of EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR NAME	PHONE

**REFERENCES:**

NAME	ADDRESS	PHONE	POSITION

**EMPLOYMENT QUESTIONS:**

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 

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.)

YES NO 

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 

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):

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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 Chillicothe R-II School 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

**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 & Level:						

Notes: