

WOODLAND SCHOOL DISTRICT R-IV
 RR 5, Box 3210 · Marble Hill, MO 63764
Classified Staff Application for Employment
 (Complete all information even if a resume is attached)

POSITION(S) FOR WHICH YOU ARE APPLYING _____ Date _____
 (Applications Are Kept on File Two Years)

Would you work Full-time? Part-time? Substitute? Temporary?

Date Available _____ Social Security Number _____

Name _____
 Last First Middle Telephone #

Address _____
 Number and Street City State Zip Code

Someone who will always know your address and/or telephone #: (Do not list husband or wife)

Name _____ Telephone # _____ Relationship to Applicant _____

Address _____
 Number and Street City State Zip Code

Can you perform the essential functions of the position for which you are applying? Yes No

EDUCATIONAL TRAINING:

Name of High School, College Or Vocational School	City/State	Field of Study	Diploma/Certificate/Degree

EMPLOYMENT HISTORY: (Begin with Most Recent)

Dates of Employment	Employer's Name and Address	Position's Held; Responsibilities	Reason for Leaving This Position	Supervisor's Name and Telephone #	May We Contact This Person?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES:

List at least three former employers, teachers, or others who can best describe your qualifications for the position. Do not list relatives.

Complete Name	Address	Telephone #	How is the person acquainted with you?

Have you: Been convicted of a felony? Pled guilty to a felony?
 Pled guilty to a felony and received an imposition of sentence?

If so, describe in full _____

Has any child abuse or child neglect investigative agency ever substantiated a claim made against you allegedly for child abuse or neglect? Yes No

If yes, state the year in which the report was made and the name and location of the agency which investigated the report _____

Applicants considered for employment will be required to undergo an FBI/Missouri Highway Patrol Background Check.

I affirm that all statements and answers are true and correct to the best of my knowledge and that I have not knowingly withheld any information that would affect my application unfavorably. I authorize you to conduct any necessary investigation with respect to my application and release Woodland R-IV School District, its officers, agents, employees and directors and each of my past employers and personal references from any and all liability arising from disclosure of personnel records, verbal appraisals of my past performance, and opinions as to my character. I understand and agree that this waiver includes any and all manners of actions that I may now have or may have in the future concerning such disclosures, regardless of their nature. I understand that any offer of employment is not effective until approved by the District's Board of Education. I further understand that the Woodland R-IV School District is an at will employer. Therefore, should I be employed, my employment can be terminated, with or without cause, at any time, at the option of either me or the School District, unless the Board of Education enters into a written contract with me for a specified period of time.

Signature _____ Date _____

Feel free to include any attachments, resume, or other information that you feel could be helpful in further describing your background and qualifications. Check your application! BE SURE YOU FILLED IT IN COMPLETELY! Applications not signed will not be accepted

NOTICE OF NONDISCRIMINATION

As per Board of Education Policy, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Woodland R-IV School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning the Woodland R-IV School District's compliance with the regulations implementing Title VI, or Section 504 is directed to contact the Superintendent, Section 504 Coordinator, Rt. 5 Box 3210, Marble Hill, MO 63764 (573-238-3343), who has been designated to coordinate this institution's efforts to comply with the regulations implementing Title VI and Section 504. Any person having inquiries concerning Woodland R-IV School District's compliance with the regulations implementing Title IX is directed to contact the Superintendent, Title IX Coordinator, Rt. 5 Box 3210, Marble Hill, MO 63764 (573-238-3343), who has been designated to coordinate this institution's efforts to comply with the regulations implementing Title IX.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX or Section 504.