

## **PERSONNEL SERVICES**

### **Employment**

#### **Application Notice – Support Staff**

### **Sheldon School District R-VIII**

*"Home of the Panthers"*

**100 E Gene Lathrop Drive**

Sheldon, Missouri 64784-0068

Phone 417-884-5113

Fax 417-884-5331

Kevin Post  
Principal

Jason Irwin  
Superintendent

Dear Applicant:

Thank you for your interest in applying for a support staff position with the Sheldon R-VIII School District. We ask that the following items be addressed as a part of the application process.

1. Complete the enclosed application form.
2. If applying for Paraprofessional position, enclose a copy of your latest transcript(s) with the application and a copy of your resume. An official copy of your transcript(s) will be required if you are employed.
3. Request your placement file be sent to us if applicable.
4. A background check will be required should your application be accepted.

Your application will become active once all of the above information has been received. Your application will remain active until April 30<sup>th</sup> at which time you must resubmit a new application. Please call the Superintendent's office at (417) 884-5111 if you have any questions about the application process.

Thank you for your interest and we will be looking forward to receiving your application.

Sincerely,

Jason Irwin  
Superintendent



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

Skills you possess pertaining to the position(s) for which you are applying: \_\_\_\_\_

Educational Preparation:

	NAME & LOCATION	DATES OF ATTENDANCE	NAME OF DEGREE	MAJOR/MINOR	OVERALL G.P.A.
HIGH SCHOOL		N/A	N/A	N/A	N/A
COLLEGES/ UNIVERSITIES					
BUSINESS/ TRADE SCHOOLS					

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) \_\_\_\_\_
2. 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) \_\_\_\_\_
3. 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? \_\_\_\_\_
4. 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:

\_\_\_\_\_

**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 Sheldon R-VIII 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.
4. I understand that this application will be considered active through April 30<sup>th</sup>. 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:\_\_\_\_\_

## APPLICANT QUESTIONS

Name: \_\_\_\_\_ Social Security# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please respond to the following questions in your own handwriting:

1. Why have you chosen the position for which you are applying as your profession?
2. Describe how you would be able to help the students in our School District.
3. Write a brief autobiography focusing on the important people and events in your life.
4. If selected and successful, is there any reason you do not expect to remain in the Sheldon School District for two years?