## 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 Phone 417-884-5113 Jason Irwin Principal Fax 417-884-5331 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

## PERSONNEL SERVICES

### **Employment**

**Employment Application – Support Staff** 

#### APPLICATION FOR A SUPPORT STAFF POSITION

The Sheldon R-VIII 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 non-discrimination, you may contact the superintendent at 417-884-5111.

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

Date				
Last Name	First Name	<del></del>	Middle Na	ame
Other name that may appear on your	transcripts or recor	ds:		
Social Security Number				
Current AddressStreet		City _	State	Zip
Current Phone ()				
Permanent AddressStreet		— City	State	Zip
Permanent Phone ()				
Date Available				

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Skills you p	for which you are a possess pertaining to 1 Preparation:	· · · —	r which you are	applying:	
	NAME &	DATES OF	NAME OF	NA IOD A GIVOD	OVERALL
	LOCATION	ATTENDANCE	DEGREE	MAJOR/MINOR	G.P.A.

	NAME &	DATES OF	NAME OF		OVERALL
	LOCATION	ATTENDANCE	DEGREE	MAJOR/MINOR	G.P.A.
		N/A	N/A	N/A	N/A
HIGH SCHOOL					
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 that \$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.

I understand that this application will be considered active through April 30th. I understand that

if I wish my candidacy to remain oper	n after that date I must su	abmit another application.
Signature		Date
<u>Do Not Write Below Th</u>	nis Line – For Administr	rative Use Only
Date received: Application	Credentials	Transcripts
Date interviewed:	Interviewed by:	
Date and time: Applicant notified		-
Date and time: Applicant accepted		
Position offered:		
Salary sten 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?