

Certified EMPLOYMENT APPLICATION

Galena R-II SCHOOL DISTRICT
30925 Hwy 413 P.O. BOX 286
Galena, MISSOURI 65656
FAX: 417-357-0058

Please type or print application

Date of Application: _____

Position for which applying: _____

PERSONAL INFORMATION:

NAME: _____
 Last First Middle

PRESENT ADDRESS: _____
 Street

 City State Zip Code

PERMANENT ADDRESS: _____
 Street

 City State Zip Code

Home Phone: _____ Social Security #: _____

Cell Phone: _____ Current Position: _____

Business Phone: _____ Email Address: _____

Earliest date you will be available for employment: _____

College transcripts and placement files which are pertinent to the consideration of this application must be filed with the office of Superintendent of Schools. Detailed response to all items including adequate references will expedite the processing of your application.

EDUCATIONAL PREPARATION

College/University Undergraduate Academic Work:

Name and Address of Institution	Dates Attended	Date of Graduation	Degree	Major Subject Area	Minor Subject Area

College/University Graduate Academic Work:

Name and Address of Institution	Dates Attended	Date of Graduation	Degree	Major Subject Area	Minor Subject Area

Teaching Experience (present position first):

School and Address	Dates Inclusive	Number of Years	Type of Position (Include extra curricular work)

Certification:

Do you hold a valid Missouri teaching certificate? Yes _____ No _____

If no, when do you anticipate being eligible for certification? _____

If yes, list the areas which you are qualified.

Areas/Subjects	Grade Levels

Work experiences not previously listed. (List chronologically)

Name of Firm or Institution & Location	Dates Inclusive	Number of Months	Type of Work

Educational organizations to which you belong: _____

Other Related Information:

References: These should be persons who know you and are able to give your qualifications for the position you seek. Include superintendents and principals under whom you have taught, or professors with whom you have studied.

Name	Address	Phone Number	Occupation

List civic organizations to which you belong: _____

Write a paragraph explaining why you want this position and why the Galena R-II School District should hire you for the position.

Employment Questions

1. Have you ever been dismissed from a position? _____
2. Have you ever been asked to resign from a position? _____
3. Have you ever been asked to resign rather than face disciplinary action and/or non-renewal by an employer? _____
4. Have you ever been asked to resign rather than face disciplinary action against a license or certificate? _____
5. Have you ever been convicted of a misdemeanor or felony, other than a routine traffic violation? _____

If you answered "YES" to any of the above, please explain below, giving date and location:

Terms and Release Authorization:

1. The information disclosed will be made available only to appropriate district officials.
2. You must complete all sections of this application form. If employed, making false statements or omitting information, may be grounds for dismissal.
3. I hereby authorize representatives of the Galena R-II School District to contact all persons and entities listed on this application form and to make all other contacts, inquiries and investigations which they deem necessary in order to verify my education, employment and criminal and child abuse history, including but not limited to contacting current and, or past employers, educational institutions, law enforcement, and child abuse agencies. I hereby consent to the release of any such information by third persons and I understand that the Galena R-II School District will keep such information in a confidential file, available only to appropriate district officials.

I hereby release and hold harmless the directors, officers, employees, and agents of Galena R-II School District; each of my past employers; and any other person or entity providing information to the Galena R-II School District and/or members in connection with my application for employment, from any and all liability arising from disclosure of personnel records and/or from oral appraisals of my past performance made to the Galena R-II School District.

I understand that employment with Galena R-II School District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. **In accordance with State law, this background check will include a complete fingerprint criminal records check.** An unsatisfactory report shall constitute cause for ejection of an application or immediate termination, if the applicant has been hired. Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, a Galena R-II School District member has a compelling interest in ensuring the safety and welfare of its

students. Therefore, an obligation, to request criminal and child abuse/neglect information and official records for each applicant and employee, and to act in accordance with such information and official records.

I hereby certify that all information provided by me in connection with this application is true, accurate, and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application, or on any other documents submitted in connection with this application, shall be cause for refusal to hire, or if the applicant has been hired, for immediate termination.

Signature

Date

The Galena R-II School District is an Equal Opportunity Employer, and will not discriminate against any person because of race, religion, sex, age, national origin, or disabilities.

Office use only:

Interview Date: _____

Reference Checked: _____

Salary: _____

Regular: _____

Substitute: _____