



**Ripley County R-IV School District**  
**HC 7 Box 51**  
**Doniphan, MO 63935**  
**Phone: 573.996.7118 / Fax: 573.996.7484**

# Certified Personnel Employment Application

## Personal Information

Last Name	First	Middle	Date
Street Address			Home Phone
City, State, Zip			Mobile Phone
E-mail Address			Business Phone
Are you currently legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you previously been employed with us? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If "yes," month and year: _____ Location: _____	
Position Desired:	Early Childhood / Elementary (Grade level preference)	Middle School (7-8) (Subject preference)	
	(1) _____	(1) _____	
	(2) _____	(2) _____	
	(3) _____	(3) _____	
Other Positions (Counselor, Librarian, Etc.) _____			
Date available for a position: _____		Present contract expiration date: _____	

## Education

School	Name and Location	Degree Earned	Major	Hours in Major
Graduate Colleges or Universities				
Undergraduate Colleges or Universities				
High School		<input type="checkbox"/> Diploma <input type="checkbox"/> GED	N/A	N/A

## Certification

List your current Missouri teaching certificate. If you are a student, list the certification you will receive upon graduation.		
<u>Areas or Subjects</u>	<u>Grades Covered</u>	<u>Expiration Date</u>

## Prior Educational Employment

Provide complete full-time and part-time employment. Start with your present or most recent employer.

<b>1.</b> Employer	Telephone
Address	Employed (Month and Year) From _____ To _____
Position	Current Annual Salary
Name of Supervisor	Reason for Leaving
<b>2.</b> Employer	Telephone
Address	Employed (Month and Year) From _____ To _____
Position	Current Annual Salary
Name of Supervisor	Reason for Leaving
<b>3.</b> Employer	Telephone
Address	Employed (Month and Year) From _____ To _____
Position	Current Annual Salary
Name of Supervisor	Reason for Leaving
We may contact the employers listed above unless you indicate otherwise. Do not contact: _____ Reason: _____	
Have you ever been fired, dismissed, terminated, or otherwise involuntarily discharged from your employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been non-renewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been asked to resign rather than face disciplinary action and/or non-renewal by an employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you answered "yes" to any of the above, please explain, giving date and location.</b> You may use a separate page.	

## *Other Employment*

Provide complete full-time and part-time employment information. Start with your present or most recent employer.

<b>1.</b> Company Name	Telephone
Address	Employed (Month and Year) From _____ To _____
State Job Title and Describe Your Work	Weekly Pay Start _____ Last _____
Name of Supervisor	Reason for Leaving
<b>2.</b> Company Name	Telephone
Address	Employed (Month and Year) From _____ To _____
State Job Title and Describe Your Work	Weekly Pay Start _____ Last _____
Name of Supervisor	Reason for Leaving

## *Elementary Candidates*

Circle those activities you can perform as a part of the program of self-contained classroom: After-School Activities * Art * Clubs * Computer * Play the Piano * Sing * String Instruments * Teach Music * and Others (list below):
List any additional activities in which you would like to become involved:

## *Memberships*

Please list memberships in professional or civic organizations. (Exclude those which may disclose your age, race, religion, national origin, or disability.)
_____
_____

## ***Background Information***

I understand that employment with the Ripley County R-IV School District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. In accordance with Missouri law, this background check will include a complete fingerprint criminal record check. I further understand that in accordance with Missouri law, this criminal records check will result in the disclosure of both open and closed criminal records, including but not limited to, suspended impositions of sentence. An unsatisfactory report shall constitute cause for rejection 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, the District has a compelling interest in ensuring the safety and welfare of its students. Therefore, the District is permitted by law, and has 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 understand that I am financially responsible for the background check.

\* \* \* \* \*

You will not be excluded from employment solely because you report an open or closed criminal record. The School District will review the information you provide with respect to type and date of offense, relationship to the job for which you are applying, and other relevant information and determine what, if any, effect the record should have on your request for employment.

Has the Missouri Division of Family Services, Missouri Children's Division, or similar agency in any other state ever issued a finding, determination, or other decision substantiating either in whole or in part, to any degree whatsoever, a report that you engaged in child abuse or neglect, including but not limited to physical, emotional, educational, medical or sexual abuse or neglect of a child?

Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100).

Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100).

Have you ever plead guilty or nolo contendere (no contest), or entered an Alford plea, to a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100).

Have you ever failed to be re-employed by an educational institution?

Are you currently on probation or parole?

If you answer yes to any of the above questions, please explain. Use a separate sheet if necessary.

## ***References***

**1.** Name

Address and Telephone Number

**2.** Name

Address and Telephone Number

**3.** Name

Address and Telephone Number

## Miscellaneous

State names of relatives and friends working for the School District.

How did you learn about this position?

## Signature

I hereby authorize the Ripley County R-IV School District to contact all persons and entities listed on this application and to make all other contacts, inquiries, and investigations that the District deems necessary 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 Ripley County R-IV School District will keep such information in a confidential file, available only to appropriate District officials.

I hereby release the directors, officers, employees, and agents of both the Ripley County R-IV School District and each of my past employers from any and all liability arising from disclosure of personnel records and from oral appraisals of my past performance made to the Ripley County R-IV School District.

I hereby certify that all information provided by me in connection with in this application for employment 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, shall be cause for refusal to hire, or if applicant has been hired, for immediate termination.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer-reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained, you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

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

*The District does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, gender identity, veterans' status, or disability in employment, application for employment, or any other aspect of its programs and activities. If a person with a disability needs accommodations to participate in the application process (including filling out this form, interviewing, or any other pre-employment procedure or requirement), the application may (but is not required to) notify the District of the applicant's need for such accommodations prior to attempting to complete the application and interview process. A person with a disability may also notify the District of any accommodations that may be necessary to permit the applicant to perform the essential functions of the position for which the applicant is applying.*