CHARLESTON R-I SCHOOL DISTRICT

311 E. Tom Brown Street / P.O. Box 39, Charleston, MO 63834 - Phone & Fax: (573) 290-2825

"An Equal Opportunity Employer"

PERSONAL DATA

Last Name:	First:	Middle:	Date of Application:	Date Available:
Email Address:		Secondary Email Address:		
Current Mailing Address:		City:	State:	Zip Code:
Permanent Address (if different):		City:	State:	Zip Code:
Home Phone:	Cell Phone:		Additional / Alternate Phone:	
Have you previously worked for Charleston R-I?		If so, what year(s)?		

POSITION FOR WHICH YOU ARE APPLYING: (CHECK ALL THAT APPLY)

- ☐ Daytime Custodian
- ☐ Nighttime Custodian
- ☐ District Maintenance
- ☐ Bus Monitor
- ☐ Maintenance / Transportation Director
- ☐ Building Secretary
- ☐ Central Office Secretary
- ☐ Classroom Aide / Para Educator
- ☐ Nurse
- ☐ Technology Director
- ☐ Parent Liaison
- ☐ PAT Coordinator
- ☐ Communication Specialist
- ☐ Other: _____

_____

SKILLS YOU POSSESS FOR THE POSITION(S) FOR WHICH YOU ARE APPLYING:

EDUCATION / TRAINING ("SEE RESUME" IS NOT SUFFICIENT):

High School / College / Univ. / Other*:	Date Attended From:	To:	Date of Graduation:	Degree:	Major:	Minor:	GPA:

*Please submit photocopies of college / university transcripts.

WORK EXPERIENCE:

From Mo.	From Yr.	To Mo.	To Yr.	Name / Mailing Address	Position Held	Phone Numbers

List names of at least four references who can provide information about your work history.

Full name of Reference	Position	Name of Company	Company Address	Phone Numbers

APPLICANT QUESTIONS:

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.

ADDITIONAL EMPLOYMENT QUESTIONS:

1. Have you ever been arrested, charged with or convicted of a felony or misdemeanor (excluding traffic offenses)? ☐ No / ☐ Yes; if the answer is yes, please explain:

2. Have you ever plead guilty to a felony or misdemeanor (excluding traffic offenses)? ☐ No / ☐ Yes; if the answer is yes, please explain:

3. Have you ever plead guilty to a felony or misdemeanor and been given a suspended imposition of sentence (i.e. where you entered a guilty plea but was not sentenced and placed on probation for a period of time after which the case was dismissed if probation was successfully completed)? ☐ No / ☐ Yes; if the answer is yes, please explain:

4. Has Missouri Children's 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? ☐ No / ☐ Yes; if the answer is yes, please explain:

5. Have you ever failed to be re-employed by an educational institution? ☐ No / ☐ Yes; if the answer is yes, please explain:

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that falsification of this record will be considered sufficient cause for disqualification or, if employed, dismissal. Further, I authorize the Charleston R-I School District to contact the references listed herewith and I release former employers or providers of information any liability as a result of furnishing and receiving this information.

_____ _____

Signature of Applicant Date