



*Benton County R-1 School District*  
*"It's A Great Day to Be a Bluebird!"*

**Employment Application: Support Staff**

**APPLICATION FOR A SUPPORT STAFF POSITION**

The 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 inquires, 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 of Schools at (660)668-4427.

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

**Position for which you are applying** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Last Name**

**First Name**

**Middle Name**

**Other Names that may appear on your transcripts or records:**

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**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_  
**Street** **City** **State** **Zip**

**Home Phone** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Date Available** \_\_\_\_\_

Skills you possess pertaining to the position for which you are applying:

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**Educational Preparation:**

	Name & Location	Dates of Attendance	Name of Degree	Major	Overall GPA
<b>High School</b>		N/A	N/A	N/A	N/A
<b>Colleges/ Universities</b>					
<b>Business/ Trade School</b>					

**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)**

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- 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)**

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- 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?**

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

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**If the answer to any of the foregoing questions is "yes" please explain: use a separate sheet if necessary:**

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**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 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 June 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

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**Do Not Write Below This Line- For Administrative Use Only**

Date received: Application \_\_\_\_\_ Transcripts \_\_\_\_\_ Reference letters \_\_\_\_\_

Date Interviewed: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Date and time Applicant notified: \_\_\_\_\_

Date and time Applicant accepted: \_\_\_\_\_

Position offered: \_\_\_\_\_

Salary Step and level: \_\_\_\_\_