



PERSONNEL SERVICES Form 4120.7

Employment

Applicant Notice - Support Staff

Dear Applicant:

Thank you for your interest in applying for a support staff position with the Avenue City School District. We ask that the following items be addressed as a part of the application process:

1. Complete the enclosed application form.
2. Enclose a copy of your latest transcript(s) with the application. An official copy of your transcript(s) will be required if you are employed.
1. Enclose a copy of your resume.
2. Request your placement file be sent to us, or enclose 4 to 5 recent letters of recommendation.

Your application will become active once all of the above information has been received. Your application will remain active until April 30th at which time you must resubmit a new application. Please call the Avenue City School District at 816-662-2305 if you have any questions about the application process.

Thank you again for your interest and we will be looking forward to receiving your application.

Sincerely,

Rebecca Grimes
Principal
Avenue City School District

PERSONNEL SERVICES Form 4120.6
APPLICATION FOR A SUPPORT STAFF POSITION

The Avenue City 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 district Superintendent at 816-662-2305.

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

Date_____

Last Name First Name Middle Name

Other names that may appear on your transcripts or records:

Social Security Number_____

Current Address_____
Street City State Zip

Current Phone_____

Permanent Address_____
Street City State Zip

Permanent Phone_____

Date Available_____

Position(s) for which you are applying: _____

Skills you possess pertaining to the position(s) for which you are applying:_____

Educational Preparation:

	NAME & LOCATION	DATES OF ATTENDANCE	NAME OF DEGREE	MAJOR	OVERALL GPA
HIGH SCHOOL					
COLLEGES/ UNIVERSITIES					
BUSINESS/ TRADE SCHOOLS					

Work Experience:

EMPLOYER NAME & LOCATION	POSITION	DATES OF EMPLOYMENT	NUMBER OF YEARS	NAME OF 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 than \$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:

Applicant Questions:

Name: _____ Social Security # _____

Please respond to the following 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.

READ CAREFULLY BEFORE SIGNING

1. I acknowledge and agree to the following provisions as conditions to consideration of my application for employment:
2. 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.
3. 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.
4. 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.
5. I understand that this application will be considered active through April 30th. I understand that if I wish my candidacy to remain open after that date I must submit another application.

Signature

Date

Do Not Write Below This Line - For Administrative Use Only

Date received: Application_____ Transcripts_____ Letters of Reference_____

Date interviewed:_____ Interviewed by:_____

Date and time: Applicant notified_____

Date and time: Applicant accepted_____

Position offered: _____

Salary step and level: _____