

# Morgan County R-1 Schools

701 North Oak Street, Stover, Mo. 65078

573-377-2217 Phone

573-377-2211 Fax



**Stover**  
**BULLDOGS**

## GENERAL INFORMATION

|                           |  |                  |                                   |
|---------------------------|--|------------------|-----------------------------------|
| Name (Last)               | (First)  | (Middle Initial) | Home Telephone<br>( ) -           |
| Address (Mailing Address) | (City)   | (State)          | (Zip)<br>Other Telephone<br>( ) - |
| E-Mail Address            | Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No |                  |                                   |
|                           |  |                  |                                   |

## POSITION

|   |   |  |
|---|---|--|
| Enter desired position Number from bottom of application.   | <b>Will Accept:</b><br><input type="checkbox"/> Part-Time<br><input type="checkbox"/> Full-Time<br><input type="checkbox"/> Temporary | <b>Shift:</b><br><input type="checkbox"/> Day<br><input type="checkbox"/> Swing<br><input type="checkbox"/> Graveyard<br><input type="checkbox"/> Rotating |
| Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |  |
| Salary Desired  | Date Available  |  |

## EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed?  Yes  No

If no, list the highest grade completed

**College, Business School, Military (Most recent first)**

| Name and Location | Dates Attended<br>Month/Year | Credits Earned              |                 | Graduate  | Degree & Year | Major or Subject |
|-------------------|------------------------------|-----------------------------|-----------------|---|---------------|------------------|
|                   |                              | Quarterly or Semester Hours | Other (Specify) |   |               |                  |
|                   | From                         |                             |                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |               |                  |
|                   | To                           |                             |                 |   |               |                  |
|                   | From                         |                             |                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |               |                  |
|                   | To                           |                             |                 |   |               |                  |
|                   | From                         |                             |                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |               |                  |
|                   | To                           |                             |                 |   |               |                  |
|                   | From                         |                             |                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |               |                  |
|                   | To                           |                             |                 |   |               |                  |

|   |        |              |                 |
|---|--------|--------------|-----------------|
| Occupational License, Certificate or Registration | Number | Where Issued | Expiration Date |
| Occupational License, Certificate or Registration | Number | Where Issued | Expiration Date |
| Occupational License, Certificate or Registration | Number | Where Issued | Expiration Date |

Languages Read, Written or Spoken Fluently Other Than English

## VETERAN INFORMATION (Most recent)

|                   |               |                   |
|-------------------|---------------|-------------------|
| Branch of Service | Date of Entry | Date of Discharge |
|-------------------|---------------|-------------------|

**SPECIAL SKILLS** (List all pertinent skills and equipment that you can operate)

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**WORK EXPERIENCE** (Most Recent First) (Include voluntary work and military experience)

|   |                              |                    |
|---|------------------------------|--------------------|
| Employer                                  | Telephone Number (    )    - | From (Month/Year)  |
| Address                                   |                              |                    |
| Job Title                                 | Number Employees Supervised  | To (Month/Year)    |
| Specific Duties (Maximum 1000 characters) |                              | Hours Per Week     |
|   |                              | Last Salary        |
|   |                              | Supervisor         |
|   |                              | Reason For Leaving |
| Employer                                  | Telephone Number (    )    - | From (Month/Year)  |
| Address                                   |                              |                    |
| Job Title                                 | Number Employees Supervised  | To (Month/Year)    |
| Specific Duties (Maximum 1000 characters) |                              | Hours Per Week     |
|   |                              | Last Salary        |
|   |                              | Supervisor         |
|   |                              | Reason For Leaving |
| Employer                                  | Telephone Number (    )    - | From (Month/Year)  |
| Address                                   |                              |                    |
| Job Title                                 | Number Employees Supervised  | To (Month/Year)    |
| Specific Duties (Maximum 1000 characters) |                              | Hours Per Week     |
|   |                              | Last Salary        |
|   |                              | Supervisor         |
|   |                              | Reason For Leaving |
| Employer                                  | Telephone Number (    )    - | From (Month/Year)  |
| Address                                   |                              |                    |
| Job Title                                 | Number Employees Supervised  | To (Month/Year)    |
| Specific Duties (Maximum 1000 characters) |                              | Hours Per Week     |
|   |                              | Last Salary        |
|   |                              | Supervisor         |
|   |                              | Reason For Leaving |

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**Teacher Experience (Most Recent First) (Include voluntary work and military experience)**

|   |                             |                    |
|---|-----------------------------|--------------------|
| Employer                                  | Telephone Number            | From (Month/Year)  |
| Address                                   |                             |                    |
| Job Title                                 | Number Employees Supervised | To (Month/Year)    |
| Specific Duties (Maximum 1000 characters) |                             | Hours Per Week     |
|   |                             | Last Salary        |
|   |                             | Supervisor         |
|   |                             | Reason For Leaving |
| Employer                                  | Telephone Number            | From (Month/Year)  |
| Address                                   |                             |                    |
| Job Title                                 | Number Employees Supervised | To (Month/Year)    |
| Specific Duties (Maximum 1000 characters) |                             | Hours Per Week     |
|   |                             | Last Salary        |
|   |                             | Supervisor         |
|   |                             | Reason For Leaving |
| Employer                                  | Telephone Number            | From (Month/Year)  |
| Address                                   |                             |                    |
| Job Title                                 | Number Employees Supervised | To (Month/Year)    |
| Specific Duties (Maximum 1000 characters) |                             | Hours Per Week     |
|   |                             | Last Salary        |
|   |                             | Supervisor         |
|   |                             | Reason For Leaving |
| Employer                                  | Telephone Number            | From (Month/Year)  |
| Address                                   |                             |                    |
| Job Title                                 | Number Employees Supervised | To (Month/Year)    |
| Specific Duties (Maximum 1000 characters) |                             | Hours Per Week     |
|   |                             | Last Salary        |
|   |                             | Supervisor         |
|   |                             | Reason For Leaving |

(Maximum 1000 characters)

## **Applicant Questions**

**Have you ever been arrested for, or charged with or convicted 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). If Yes, Explain.**

**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). If Yes, Explain.**

**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 engaged in physical, emotional, psychological, or sexual abuse or neglect of a child? If Yes, Explain.**

**Have you ever failed to be re-employed by an educational institution? If Yes, Explain.**

**Why have you chosen the position for which you are applying as your profession?**

**Describe how you would be able to help the students in our district?**

**Write a brief autobiography focusing on the important people and events in your life.**

## Applicant Questions

Has your employment ever been non-renewed? \_\_\_\_ Yes \_\_\_\_ No. If yes, explain.

Have you ever been served with a notice of deficiencies or warning letter? \_\_\_\_ Yes \_\_\_\_ No. If yes, explain.

Have you ever been served with a statement of charges seeking the termination of your employment? \_\_\_\_ Yes \_\_\_\_ No. If yes, explain.

Have you ever resigned to avoid being served with a statement of charges seeking the termination of your employment? \_\_\_\_ Yes \_\_\_\_ No. If yes, explain.

Have you ever been fired, dismissed, terminated or otherwise involuntarily discharged from your employment? \_\_\_\_ Yes \_\_\_\_ No. If yes, explain.

Have you ever resigned in lieu of being fired, dismissed, terminated or otherwise involuntarily discharged from your employment? \_\_\_\_ Yes \_\_\_\_ No. If yes, explain.

Have you ever entered into a separation or settlement agreement in connection with either the voluntary or involuntary termination of your employment? \_\_\_\_ Yes \_\_\_\_ No. If yes, explain.

Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute the unsatisfactory report, the District has a compelling interest in the safety and welfare of its students. Therefore, the District requires applicants to answer certain questions to permit the District to ascertain the criminal record background and child abuse/neglect history of an applicant. I understand that my answers to the following questions will be considered as part of the applicant evaluation process. A report that is incomplete or unsatisfactory in the judgment of the District shall constitute cause for rejection of my application. I understand that any false, inaccurate, or misleading answers or explanations may constitute cause for rejection of my application. Therefore, I agree to answer the following questions truthfully and completely, and provide supporting information and/or explanation where indicated:

Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. Do not exclude offenses related to driving while intoxicated (DWI) or driving with under the influence (DUI). Yes No. If yes, explain.

Have you ever received a suspended imposition of sentence execution of sentence for a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail, or for which the fine was less than \$200.00. Do not exclude offenses related to driving while intoxicated (DWI) or driving with under the influence (DUI). Yes No. If yes, explain.

Have you ever plead guilty to, plead nolo contendere (no contest) to, or entered an Alford plea to, a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail, or for which the fine was less than \$200.00. Do not exclude offenses related to driving while intoxicated (DWI) or driving with under the influence (DUI). Yes No. If yes, explain.

Has any record pertaining to you concerning any arrest, charge, plea, conviction, or sentence for any felony, misdemeanor, or ordinance ever been expunged? You may exclude traffic offenses for which you were not sentenced to jail, or for which the fine was less than \$200.00. Do not exclude offenses related to driving while intoxicated (DWI) or driving with under the influence (DUI). Yes No. If yes, explain.

Are you currently on probation or parole? Yes No? If yes, explain.

Have you ever been on probation or parole? Yes No. If yes, explain.

Have you ever been incarcerated in a federal, state, or local jail, detention center, or correctional institution? \_\_\_Yes\_\_\_No. If yes, explain.

Has the Missouri Division of Family Services, Missouri Children's Division, or other government agency in any other state ever issued a finding, determination, or other decision substantiation either in whole or in part, or finding probable cause either in whole 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? \_\_\_Yes\_\_\_No. If yes, explain.

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 engaged in physical, emotional, psychological, or sexual abuse or neglect of a child? Yes No.  
If Yes, Explain.

## **\*Nondiscrimination Policy\***

Morgan County R-1 is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, national origin, citizenship status (as defined under the Immigration Reform and Control Act), disability, or veterans status.

Equal employment opportunity extends to all aspects of the employment relationship including recruiting, interviewing, selection, hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment. Morgan County R-1 complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. The commitment to a harassment free environment extends to the hiring process.

Morgan County R-1 considers harassment of all forms to be a serious offense. Employees or applicants who have been subjected to prohibited discrimination or harassment should immediately report the incident to their supervisors, or a human resources department representative. Complaints are investigated immediately and will be handled as confidentially as possible. Morgan County R-1 ensures that employees following this complaint procedure are protected against illegal retaliation.

Any reported violations of equal employment opportunity laws or this policy are investigated. Supervisors or employees found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, including possible termination of employment.

**Administrative & Certified Requirements:**

1. **Attach or email a copy of your updated Resume.**
2. **Attach or email a copy of your Missouri Teacher Certificate or verification of your eligibility to receive Missouri certification.**
3. **Attach or email copies of all relevant and updated college transcripts. An official copy of all transcripts will be required if you are employed by the district.**
4. **Attach or email a minimum of three (3) letters of recommendation.**
5. **If applicable, request a copy of your college placement file be mailed to:**

**MCR1 – Human Resources  
701 N. Oak St.  
Stover, MO 65078**

**6. All applicants are also required to complete a background check through the Missouri Highway Patrol. You will need to give them our district code which is 071091 and provide the appropriate code for the position for which you are applying:**

**Certified Teacher – 1404  
Substitute Teacher – 1405  
Non-certified – 1406  
Bus Driver – 1407**

**If you have not yet completed this process, please visit the following site to setup your screening: [www.machs.mo.gov](http://www.machs.mo.gov) The cost to complete this process is \$44.80 If you have already completed this process for another school district within the last 12 months, please contact that school and ask them to send us a copy of the report.**

**I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.**

**Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_**

**Interviewer's Comments:**

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