

Lonedell R-14 School District

7466 Highway FF
Lonedell, Missouri 63060
636-629-0401 Fax 636-629-5561

APPLICATION FOR ADMINISTRATIVE POSITION

Lonedell R-14 School is an Equal Opportunity Employer who fully and actively supports Equal Access for all people regardless of Race, Color, Gender, Age, National Origin or Disability.

Do Not Write Below This Line – For Administrative Use Only

Date received: Application _____ Credentials _____ Transcripts _____

Date interviewed: _____ Interviewed by: _____

Date and time: Applicant notified of interview results _____

Position offered: _____ Position Not Offered: _____

Date and time: Applicant accepted _____

Salary step and level: _____

All applicants are expected to answer all questions on this application. Answer “none” or “not applicable” where necessary. Please type or print.

Date: _____

Last Name	First Name	Middle Name
-----------	------------	-------------

Other names that may appear on your transcripts or records:

Date Available: _____ Position (s) for which you are applying: _____

Subject(s) _____

Grade Level(s) _____

Social Security Number _____ - _____ - _____

Current Address _____
Street City State Zip

Current Phone: (____) _____ Cell Phone: (____) _____

Permanent Address: _____
Street City State Zip

Permanent Phone: (_____) _____ - _____

Certification: Type _____ (Life, PC1, Etc.) Other _____

State(s) _____ Subject(s) _____

Grade Level(s) _____ Expiration date(s) _____

Other information regarding your Certification and/or certification status: _____

Educational Preparation and Work Experience: LIST ALL HIGH SCHOOL/S, VOCATIONAL SCHOOL/S, AND COLLEGE/S OR UNIVERSITIES YOU ATTENDED AND PLACES OF EMPLOYMENT.

USE ADDITIONAL SHEETS IF NEEDED:

Education:

NAME OF SCHOOL: _____

LOCATION: _____

DEGREE: _____ MAJOR: _____

DID YOU GRADUATE? _____ OVERALL GPA: _____

NAME OF SCHOOL: _____

LOCATION: _____

DEGREE: _____ MAJOR: _____

DID YOU GRADUATE? _____ OVERALL GPA: _____

NAME OF SCHOOL: _____

LOCATION: _____

DEGREE: _____ MAJOR: _____

DID YOU GRADUATE? _____ OVERALL GPA: _____

NAME OF SCHOOL: _____

LOCATION: _____

DEGREE: _____ MAJOR: _____

DID YOU GRADUATE? _____ OVERALL GPA: _____

NAME OF SCHOOL: _____

LOCATION: _____

DEGREE: _____ MAJOR: _____

DID YOU GRADUATE? _____ OVERALL GPA: _____

Teaching/Administrative Experience (add additional page if necessary)

Total Years: _____ In Missouri: _____ In Public Schools: _____

DISTRICT NAME: _____

LOCATION: _____

POSITION: _____

DATES OF EMPLOYMENT: _____

PHONE: _____ NUMBER OF YEARS: _____

SUPERVISER'S NAME: _____

DISTRICT NAME: _____

LOCATION: _____

POSITION: _____

DATES OF EMPLOYMENT: _____

PHONE: _____ NUMBER OF YEARS: _____

SUPERVISER'S NAME: _____

DISTRICT NAME: _____

LOCATION: _____

POSITION: _____

DATES OF EMPLOYMENT: _____

PHONE: _____ NUMBER OF YEARS: _____

SUPERVISER'S NAME: _____

Other Work Experience:

EMPLOYER'S NAME: _____

LOCATION: _____

POSITION: _____

DATES OF EMPLOYMENT: _____

PHONE: _____ NUMBER OF YEARS: _____

SUPERVISER'S NAME: _____

EMPLOYER'S NAME: _____

LOCATION: _____

POSITION: _____

DATES OF EMPLOYMENT: _____

PHONE: _____ NUMBER OF YEARS: _____

SUPERVISER'S NAME: _____

EMPLOYER'S NAME: _____

LOCATION: _____

POSITION: _____

DATES OF EMPLOYMENT: _____

PHONE: _____ NUMBER OF YEARS: _____

SUPERVISER'S NAME: _____

References: (List at least five)

NAME: _____ POSITION: _____
ADDRESS: _____
PHONE: _____

NAME: _____ POSITION: _____
ADDRESS: _____
PHONE: _____

NAME: _____ POSITION: _____
ADDRESS: _____
PHONE: _____

NAME: _____ POSITION: _____
ADDRESS: _____
PHONE: _____

NAME: _____ POSITION: _____
ADDRESS: _____
PHONE: _____

Employment Questions: Answer Yes or No

1. Are you related to anyone that is currently employed by the Lonedell School District?
_____ If yes, please list _____
2. 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) _____
3. 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) _____
4. 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? _____
5. 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; using the space below; add a separate sheet of paper if necessary.

APPLICANT QUESTIONS

Please respond to the following questions in your own handwriting.

1. Why did you decide to become an administrator?

2. Why are you seeking this position?

3. What student outcomes would you strive for as an administrator?

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

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 December 31st of this year. I understand that if I wish my candidacy to remain open after that date I must submit another application.
5. In order to be in compliance with DESE regulations, any teacher hired must assume responsibility to assure they are fully certified in the area that they are teaching. Failure to acquire certification by October 1st of the school year of hiring may result in the contract becoming null and void.
6. The Lonedell R-14 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 Personnel Office at 636-629-4974.
7. I am physically and mentally capable of fulfilling the duties required for the position/s for which I am applying.

Signature

Date