

# CLASSIFIED EMPLOYMENT APPLICATION



## Dent-Phelps R-III School District

27870 Highway C  
Salem, MO 65560  
573-729-4680  
Fax: 573-729-8644

Website: [www.dentphelps.k12.mo.us](http://www.dentphelps.k12.mo.us)  
email: [admin@dentphelps.k12.mo.us](mailto:admin@dentphelps.k12.mo.us)

**PRINT CLEARLY OR USE TYPEWRITER.** Answer all questions completely. This application is part of the review procedure. Incomplete information will affect the evaluation of your application. No question on this application should be answered in such a manner as to disclose race, color, creed, national origin, ancestry, age, marital status, sex, or the existence of any physical or mental condition unrelated to the performance of the position for which you are applying.

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Previous Last Name(s) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Date Available: \_\_\_\_\_

Residence Address \_\_\_\_\_ I Will accept:  Full-time  Part-time  Substitute

City/State/Zip \_\_\_\_\_

Telephone: Home (\_\_\_\_\_) \_\_\_\_\_  
Area Code Number

*The district does not discriminate on the basis of age, race, color, national origin, religion, gender, or disability in its employment practices.*

List languages you fluently: Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

### EMPLOYMENT DESIRED

OFFICE	INSTRUCTIONAL ASSISTANT	TRANSPORTATION
<input type="checkbox"/> Receptionist <input type="checkbox"/> Clerical <input type="checkbox"/> Secretary <input type="checkbox"/> Accounting	<input type="checkbox"/> Regular Classroom <input type="checkbox"/> Library <input type="checkbox"/> Computer Lab <input type="checkbox"/> Special Education – To One Student <input type="checkbox"/> Special Education – Resource <input type="checkbox"/> Special Education – Self-Contained Class <input type="checkbox"/> SEI Paraprofessional	<input type="checkbox"/> Bus Driver* (Write Appropriate Class License # Below)  <input type="checkbox"/> Bus Mechanic
<b>ADDITIONAL SERVICES</b> <input type="checkbox"/> Certified School Nurse <input type="checkbox"/> Computer Technician <input type="checkbox"/> Home-School Liaison <input type="checkbox"/> Other	<input type="checkbox"/> Custodian <input type="checkbox"/> Groundskeeper <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other	*The law requires bus drivers to be at least 21 years of age.  OTHER: _____ _____ _____

### REFERENCES

List three references, other than relatives, who have knowledge of your work experience and abilities. At least one should be a previous Employer or Supervisor.

Name	Title	Address	Phone

## EDUCATIONAL AND PROFESSIONAL TRAINING

Circle Last Year Completed →	Trade or High School 9 10 11 12 GED	Technical, Business School, College 1 2 3 4 5	Graduate School 1 2 3 4
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High School Name	Location	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
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List every Business, Trade School or College Attended	Location	Dates Attended: From	To	Course Taken/ Major/Minor	Date Graduated	Degree/ Certificate

## SKILLS

Circle any skill in which you have had training and/or experience

- |                             |                              |                          |
|-----------------------------|------------------------------|--------------------------|
| 1. Audio-Visual             | 13. Food Services            | 25. Printer              |
| 2. Auto/Truck Mechanic      | 14. Grounds Keeping          | 26. Purchasing/Buyer     |
| 3. Bookkeeping/Accounting   | 15. Heavy Equipment Operator | 27. Refrigeration Repair |
| 4. Bus/Truck Driver         | 16. Locksmith                | 28. Secretary            |
| 5. Carpenter/Woodworking    | 17. Mechanical Work          | 29. Sheet Metal          |
| 6. Clerk/Typist             | 18. Nursing/EMT              | 30. Warehouse/Receiving  |
| 7. Computer/Word Processing | 19. Office Machine Repair    | 31. Welding              |
| 8. Concrete/Blockwork       | 20. Painting                 | 32. Other _____          |
| 9. Courier/Delivery         | 21. Payroll                  | 33. Other _____          |
| 10. Custodial               | 22. PBX/Receptionist         | 34. Other _____          |
| 11. Data Processing         | 23. Plumbing                 |                          |
| 12. Electrical Work         | 24. Painter                  |                          |

List present or most recent employer first

## WORK EXPERIENCE

All phone numbers must be current

Attach additional page if necessary

DATES EMPLOYED	From	To	EMPLOYER'S NAME (Include phone number)	SUPERVISOR'S NAME	REASON FOR LEAVING	POSITION TITLE

# CONVICTION REPORT

Because of the tremendous responsibility Dent-Phelps R-III School District has to its school children and community, the following information is needed from all applicants and employees regarding convictions. \*A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Superintendent or Personnel designee. Please read carefully and answer ALL Questions.

Please print clearly.

Name \_\_\_\_\_  
Last First Middle

Other names used (maiden) \_\_\_\_\_

Social Security Number \_\_\_\_\_

- |   |     |    |
|---|-----|----|
| Have you ever been convicted of a minor offense other than a minor traffic violation(s)? (circle) | Yes | No |
| Have you ever been convicted of a felony?   | Yes | No |
| Have you ever been convicted of a sex or drug related offense?                                    | Yes | No |
| Have you ever been convicted of a dangerous crime against children?*                              | Yes | No |

*If any of the above questions are circled "Yes," fill in the information below and attach a letter of explanation.*

## CONVICTION INFORMATION

(Include all except *MINOR* traffic violations)

1. CONVICTION / CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
REMARKS		LENGTH AND TERMS OF PROBATION	
2. CONVICTION / CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
REMARKS		LENGTH AND TERMS OF PROBATION	

\*CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment that has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

\*\*Missouri law requires applicant to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

## GENERAL EMPLOYMENT INFORMATION

Attach an additional sheet if  
necessary to explain any question.

- |   |     |    |
|---|-----|----|
| 1. Are you legally eligible to work in the United States? (circle)                                | Yes | No |
| 2. Do you have authorization to begin working immediately? (circle)                               | Yes | No |
| 3. Have you ever been dismissed from a position? (circle)   | Yes | No |
| If yes, explain _____   |     |    |
| 4. Have you ever been asked to resign from a position? (circle)                                   | Yes | No |
| If yes, explain _____   |     |    |
| 5. If currently employed, may we contact your present employer? (circle)                          | Yes | No |
| 6. Have you ever been employed by the Dent-Phelps R-III School district? _____ If so, when? _____ |     |    |

### READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE.

I certify that all statements made in this entire application are true and I agree and understand that any deliberate misstatement or omission of material facts will cause forfeiture on my part of all eligibility to any employment or dismissal of employment with the Dent-Phelps R-III School District. I authorize the Dent-Phelps R-III School District to independently verify all information I have given on this application, to include verification of educational background and employment records. I specifically waive any right I have to examine a copy of any written communication regarding employment by any former or current employer of mine. I further release any institution or individual from any liability or damages that might result or be claimed because of information provided. I understand that my employment is not finalized until the background investigation has been completed.

I have been advised that all applicable state and federal statutes apply to the Dent-Phelps R-III School District practices and procedures. Dent-Phelps R-III is an equal opportunity institution. It is the policy of this District not to discriminate in its educational programs and activities or in employment on the basis of race, color, gender, age, religion, creed, marital status, citizenship, national origin, physical or mental handicap, veteran status, or any other unlawful basis.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Your application will be kept on file for 45 days from the date of this submission.***

Please use the space below to make any comments, clarify any special considerations, or ask a question: