Green City R-1 Schools

301 North East Street, Green City MO 63545-9763

Dear Applicant:

Thank you for your interest in applying for a position with the Green City R-1 School District. Please prepare the following items for a complete file for this position.

1. Write a letter of application (*directed to the Green City R-1 Schools Board of Education, Attn: Tennille Banner, Superintendent),* stating your interest in applying for this position.
2. Complete the enclosed application form.
3. Enclose a copy of your latest transcript(s). An official copy of your transcript(s) will be required if you are employed.
4. Request 1 **recent** letters of recommendation be sent to the school.
5. Enclose a copy of your resume.
6. A request for Child Abuse or Neglect Criminal record will be requested (form enclosed).
7. If you are chosen as a final candidate for employment, an FBI fingerprint background check and a Missouri child abuse check will be required.

Your application will become active once all of the above information has been received. Your application will remain active for 90 days, at which time you must resubmit a new application.

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

Sincerely,

Tennille Banner

Superintendent

Green City R-1 Certified Staff

Non-Certified Employment Application

The Green City R-1 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. 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 Tennille Banner, Superintendent, at 660-874-4128.

**Personal Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | | |
| **Full Name:** |  | | |
| **Other Names that may appear on your transcripts or records:** | | | |
| **Current Address:** |  | | |
| **Cell Phone Number:** |  | **House Phone Number:** |  |
| **Email Address:** |  | | |

**Job Information:**

|  |  |
| --- | --- |
| **For what position are you applying?** |  |

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name & Location** | **Dates of Attendance** | **Name of Degree** | **Overall GPA** |
| **High School:** |  |  |  |  |
| **College/University** |  |  |  |  |
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| **Have you attended colleges or universities not listed above?** |

**References:**

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| --- | --- | --- |
| **Name:** | **Phone** | **Position** |
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| **Are you legally eligible to work in the United States?** |

**Question & Answer**

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| 1. **Why have you chosen to apply at Green City R-1?** |
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| 1. **How will you support the students of Green City R-1?** |
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| 1. **Give 2 examples of personal characteristics that you have that will make you a great employee.** |
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**Additional Information:**

**YES NO**

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| --- | --- | --- |
| **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)** |  |  |
| **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)** |  |  |
| **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?** |  |  |
| **Have you ever failed to be re-employed by an educational institution?** |  |  |
| **Have you ever been discharged or requested to resign from a position?** |  |  |
| **If you answered “YES” to any of the questions above, please explain.** | | |
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**Agreement**

**Applicants should acknowledge and agree to the following provisions as condition for consideration of their application for employment. Please initial next to each statement.**

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| --- | --- |
| **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.** |  |
| **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.** |  |
| **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.** |  |
| **I understand that this application will be considered active for 90 days. I understand that if I wish my candidacy to remain open after that date I must submit another application.** |  |
| **Signature: Date:** | |