



Forsyth R-III School District  
 P.O. Box 187  
 Forsyth, MO 65653  
 Phone: 417-546-6384  
 Fax: 417-546-2204

**Certified Personnel  
 Employment Application**

**Personal Information**

Last Name	First	Middle	Date
Street Address			Home Telephone
City, State, Zip			Cell Phone
E-mail Address			
Are you currently legally authorized to work in the United States? ( ) Yes ( ) No			
Have you previously been employed with us? ( ) Yes ( ) No			
<b>Position Desired:</b> Early Childhood / Elementary (Grade level preference)	Middle School (5-8) (Subject Preference)	High School (9-12) (Subject Preference)	
1)	1)	1)	
2)	2)	2)	
3)	3)	3)	
Other Positions (Administration, Counseling, etc.)			
Date available for a position:		Present contract expiration date:	

**Education**

School	Name and Location	Degree Earned	Major	Hours in Major
Graduate Colleges or Universities				
Undergraduate Colleges or Universities				
High School		( ) Diploma ( ) GED	N/A	N/A

**Certification**

List your current Missouri teaching certificate. If you are a student, list the certification you will receive upon graduation.		
Areas or Subjects	Grades Covered	Expiration Date

## Prior Educational Employment

Provide complete full-time and part-time employment. Start with your present or most recent employer.

1. Employer	Telephone
Address	Employed (Month and Year) From                      To
Name of Supervisor	Current Annual Salary
Position	Reason for Leaving
2. Employer	Telephone
Address	Employed (Month and Year) From                      To
Name of Supervisor	Annual Salary
Position	Reason for Leaving
3. Employer	Telephone
Address	Employed (Month and Year) From                      To
Name of Supervisor	Annual Salary
Position	Reason for Leaving

We may contact the employers listed above unless you indicate otherwise.  
 Do not contact: \_\_\_\_\_ Reason: \_\_\_\_\_

Have you ever been fired, dismissed, terminated, or otherwise involuntarily discharged from your employment?  
 Yes  No

Have you ever resigned in lieu of being fired, dismissed, terminated, or otherwise involuntarily discharged from your employment?  
 Yes  No

Have you ever been non-renewed?  
 Yes  No

Have you ever been asked to resign rather than face disciplinary action and/or non-renewal by an employer?  
 Yes  No

Have you ever been asked to resign rather than face disciplinary action against a license or certificate?  
 Yes  No

Have you ever been served with a notice of deficiencies or warning letter?  
 Yes  No

Have you ever been served with a statement of charges seeking the termination of your employment?  
 Yes  No

Have you ever resigned to avoid being served with a statement of charges seeking the termination of your employment?  
 Yes  No

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 you answered "yes" to any of the above, please explain, giving date and location.** You may use a separate page.

## Other Employment

Provide complete full-time and part-time employment information. Start with your present or most recent employer.

1. Company Name	Telephone
Address	Employed (Month and Year) From                      To
Name of Supervisor	Weekly Pay Start                      Last
State Job Title and Describe Your Work	Reason for Leaving
2. Company Name	Telephone
Address	Employed (Month and Year) From                      To
Name of Supervisor	Weekly Pay Start                      Last
State Job Title and Describe Your Work	Reason for Leaving

## Extra-Curricular or Co-Curricular Activities

Please list activities you can direct successfully:

## Background Information

I understand that employment with the Forsyth School District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. In accordance with Missouri law, this background check will include a complete fingerprint criminal record check. I further understand that in accordance with Missouri law, this criminal records check will result in the disclosure of both open and closed criminal records, including but not limited to, suspended impositions of sentence. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired. Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, the District has a compelling interest in ensuring the safety and welfare of its students. Therefore, the District is permitted by law, and has an obligation, to request criminal and child abuse/neglect information and official records for each applicant and employee, and to act in accordance with such information and official records.

\* \* \* \* \*

Under Missouri law, the School District can and will receive **complete** criminal records for all applicants.

Under Missouri law, the School District will receive information about both **open and closed** criminal records.

**You must report every open or closed criminal record on your application to this School District.**

If you have ever been told by an attorney, law enforcement officer, or any other person that you do not have to report an arrest, charge, suspended sentence, conviction, or any other type of criminal record – whether open or closed – on an employment application, **that advice does not apply to employment with school districts.**

\* \* \* \* \*

You will not be excluded from employment solely because you report an open or closed criminal record. The School District will review the information you provide with respect to type and date of offense, relationship to the job for which you are applying, and other relevant information and determine what, if any, effect the record should have on your request for employment.

However, **failure to report** any criminal record – whether open or closed – will result in exclusion from hiring or discharge if you have already been hired.

**If you are not sure whether something should be reported on the application, you must report it.** The School District cannot accept reasons such as an applicant forgot about an arrest or offense, or that the applicant did not know he or she was “actually arrested.”

Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100. <u>Do not exclude</u> offenses related to driving with intoxicated (DWI) or driving while under the influence (DUI).)
Have you ever plead guilty or nolo contendere (no contest), or entered an Alford plea, to a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100. <u>Do not exclude</u> offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI).)
Has any record pertaining to you concerning any arrest, charge, plea, conviction, or sentence for any felony, misdemeanor, or ordinance ever been expunged? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100. <u>Do not exclude</u> offenses related to driving with intoxicated (DWI) or driving while under the influence (DUI).)
Are you currently on probation or parole?

### References

<b>1. Name</b>
Address and Telephone Number
<b>2. Name</b>
Address and Telephone Number
<b>3. Name</b>
Address and Telephone Number

### Miscellaneous

State names of relatives and friends working for the School District.
How did you learn about this position?

## Signature

I hereby authorize the Forsyth R-III School District to contact all persons and entities listed on this application and to make all other contacts, inquiries, and investigations that the District deems necessary to verify my education, employment, and criminal and child abuse history, including but not limited to contacting current and/or past employers, educational institutions, law enforcement, and child abuse agencies. I hereby consent to the release of any such information by third persons, and I understand that the Forsyth R-III School District will keep such information in a confidential file, available only to appropriate District officials.

I hereby release the directors, officers, employees, and agents of both the Forsyth R-III School District and each of my past employers from any and all liability arising from disclosure of personnel records and from oral appraisals of my past performance made to the Forsyth R-III School District.

I hereby certify that all information provided by me in connection with in this application for employment is true, accurate, and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application, shall be cause for refusal to hire, or if applicant has been hired, for immediate termination.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer-reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained, you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

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Signature

Date

*The District does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, veterans' status, or disability in employment, application for employment, or any other aspect of its programs and activities. If a person with a disability needs accommodations to participate in the application process (including filling out this form, interviewing, or any other pre-employment procedure or requirement), the application may (but is not required to) notify the District of the applicant's need for such accommodations prior to attempting to complete the application and interview process. A person with a disability may also notify the District of any accommodations that may be necessary to permit the applicant to perform the essential functions of the position for which the applicant is applying.*

### **CAUTION**

You must answer every question on the application accurately and completely.

You will not be hired if you provide false or incomplete information.

You will be dismissed if the false or incomplete information is discovered after you are hired.