



# Clark County R-1 Schools

427 W. Chestnut, Kahoka, Missouri 63445  
660-727-2377 Fax 660-727-2035

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"Educating Today's Children For Tomorrow's World"

## APPLICATION FOR A NON-CERTIFICATED POSITION

The 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 \_\_\_\_\_ at \_\_\_\_\_

All applicants are expected to answer all questions on this application. Answer "none" or "not applicable" where necessary.

Date \_\_\_\_\_

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

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

Current Address \_\_\_\_\_  
\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Land Line Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Land Line Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Date Available \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_

## EQUAL OPPORTUNITY EMPLOYMENT

The Clark County R-1 School District is an equal opportunity employer. It is the policy of this district to afford equal employment opportunities to qualified individuals regardless of their race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disability or memberships in legally constituted organizations, to the extent required by law. This policy applies to all aspects of the employment relationship, including recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits, and termination.

Position(s) for which you are applying: \_\_\_\_\_

Skills you possess pertaining to the position(s) for which you are applying:

Educational Preparation:

	NAME & LOCATION	DATES OF ATTENDANCE	NAME OF DEGREE	MAJOR	OVERALL GPA
HIGH SCHOOL		N/A	N/A	N/A	N/A
COLLEGES/ UNIVERSITIES					
BUISNESS/TRADE SCHOOLS					

Work Experience:

EMPLOYER NAME & LOCATION	POSITION	DATES OF EMPLOYMENT	NUMBER OF YEARS	SUPERVISOR	PHONE

## References:

NAME	ADDRESS	PHONE	POSTITION

## Employment Questions:

1. Have you ever been arrested for, or shared 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) \_\_\_\_\_
2. 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) \_\_\_\_\_
3. 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? \_\_\_\_\_
4. 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; use a separate sheet if necessary:

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## BACKGROUND CHECK AND INFORMATION

In addition to the following information, a thorough background check may be made at the option of the School District.

If "Yes" is selected in response to any question, attach additional sheets and clearly identify as Background Check and Information with a detailed explanation:

"YES" answers to the following questions will not necessarily result in denial of an offer of employment. The board will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the board in determining your eligibility and suitability for an offer of employment.

1. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations that do not involve any allegation of alcohol, drugs or reckless driving) or have any civil charges previously or pending involving allegations of child abuse or spouse abuse? You must answer "YES" if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "YES" you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

☐ No

☐ Yes, attach a separate sheet for explanation

2. Have you ever been dismissed (fired) from any job, or resigned at the request of or pressure from your employer, or left employment while charges against you or an investigation of your behavior was pending or been refused tenure, reappointment or continuing contract from any employer? You must answer "YES" if true, even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination or resignation and other action concerning tenure reappointment or continuing contract denial and the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.

☐ No

☐ Yes, attach a separate sheet for explanation

3. Have you ever had any license or certificate of any kind (teaching certificate or other professional license) revoked, suspended, or reprimanded, or have you in any way been sanctioned by or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and the telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or status of the charge or complaint.

☐ No

☐ Yes, attach a separate sheet for explanation

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and statement of the accusation against you.

☐ No

☐ Yes, attach a separate sheet for explanation

5. Have you ever been involved, or are currently involved, or do you anticipate involvement in litigation either as the plaintiff/complaint or defendant/ respondent?

☐ No

☐ Yes, attach a separate sheet for explanation

6. Have you ever been named by an aggrieved employee or have you been on of the parties in a grievance of any kind?

☐ No

☐ Yes, attach a separate sheet for explanation

7. Have you ever filed a grievance/complaint of any kind against an employer?

☐ No

☐ Yes, attach a separate sheet for explanation

**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 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 check as well as background checks by the Missouri Division of Family Services, the Missouri Highway Patrol, FBI and/or DESE 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 future 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.

**VERIFICATION STATEMENT**

(Please read carefully and sign the statement below.)

The information the Application for Employment is true, correct, and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that any misrepresentations or omission of any fact in my application, resume, or any other materials, or during any interviews, may be the cause for my rejection from employment or may result in my subsequent dismissal if I am hired.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that this application will be considered active through June 30<sup>th</sup>. I understand that if I wish my candidacy to remain open after that date I must submit another application.

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**Do Not Write Below This Line – For Administrative Use Only**

Date received: Application \_\_\_\_\_ Transcripts \_\_\_\_\_ Letters of reverence \_\_\_\_\_

Date interviewed: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Date and time: Applicant notified \_\_\_\_\_

Date and time: Applicant accepted \_\_\_\_\_

Position offered: \_\_\_\_\_

Salary step and level: \_\_\_\_\_

# NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the **Clark County R-1** School District (“School District”) are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the School District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District’s Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

## **COMPLIANCE COORDINATOR**

***Nondiscrimination Compliance Officer  
384 N. Jefferson St.  
Kahoka, MO 63445  
660-727-3319***

# COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the **Clark County R-1** School District (“School District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

**Employment:** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

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