



Fort Zumwalt School District

110 Virgil Street

O'Fallon, MO 63366-2687

(636) 272-6620/St. Louis (636)240-2072

Fax: (636) 272-1059

www.fzschools.org

Application For ADMINISTRATIVE EMPLOYMENT

LAST NAME	FIRST NAME	MIDDLE NAME	ALL OTHER NAMES FORMERLY USED		
SOCIAL SECURITY NUMBER			APPLICATION DATE		
PRESENT ADDRESS					
STREET		CITY	STATE	ZIP	PHONE NUMBER
PERMANENT ADDRESS					
STREET		CITY	STATE	ZIP	PHONE NUMBER
Name and Phone Number of Person Who Will Always Be Able to Contact You. (Do not put name of Spouse)					
				Phone ()	

Circle Position Desired: **Elementary Assistant** **Middle School Assistant** **High School Assistant**
Elementary Principal **Middle School Principal** **High School Principal**
Central Office (list position) _____

Date Available for Position _____ Current Contract Expiration _____

Present Position _____ Salary _____

Reason for leaving present position _____

May we contact your present employer? ____ Yes ____ No

Are you presently legally authorized to work in the United States on a full-time basis? ____ Yes ____ No

1. Have you ever had a teaching certificate or a license revoked or suspended? ____ Yes ____ No
2. Have you ever surrendered a teaching certificate or a license before its expiration? ____ Yes ____ No
3. Have you ever resigned a position as part of an agreement to avoid teaching certificate or license revocation?
____ Yes ____ No
4. Have you ever been released or terminated or have you ever resigned from school-related employment because of misconduct or unsatisfactory service? ____ Yes ____ No
5. Have you ever resigned a school-related position as part of an agreement to avoid dismissal? ____ Yes ____ No

If you answered yes to any of the above questions, please explain with an attached statement.

List below current Missouri certificates held. Include photocopy or letter of eligibility.

AREA OR SUBJECT	GRADE LEVEL COVERED	TYPE OF CERTIFICATE
_____	_____	Life ____ Provisional ____ PC I ____ PC II ____ PC III ____
_____	_____	Life ____ Provisional ____ PC I ____ PC II ____ PC III ____
_____	_____	Life ____ Provisional ____ PC I ____ PC II ____ PC III ____
_____	_____	Life ____ Provisional ____ PC I ____ PC II ____ PC III ____

NONTEACHING WORK EXPERIENCE (List most recent experience first)			
Employer	Location	Nature of Work	Dates

REFERENCES:							
Name	Years Known	Official Position	Address				Phone
			Street	City	State	Zip	

CRIMINAL RECORD AND CHILD ABUSE/NEGLECT REPORT

Employment with the district is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, as may be appropriate. Although the existence of an arrest, charge or conviction alone may not constitute an unsatisfactory report, the district has a compelling interest in 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. Applicants and employees must report any arrests, charges or convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Director of Personnel. Please read carefully and answer every question. Please print clearly.*

- Name _____
Other names used _____ Dates of usage _____
- Social Security Number _____
- Have you ever been arrested for, charged with, or convicted of 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 \$100.00) ___ Yes ___ No
- Have you ever plead guilty or nolo contendere (no contest) 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 \$100.00) ___ Yes ___ No
- Have you ever received a suspended imposition or execution of sentence? ___ Yes ___ No
- Are you currently on parole or probation? ___ Yes ___ No
- Has the Missouri Department 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 had engaged in the physical, emotional, psychological or sexual abuse or neglect of a child? ___ Yes ___ No

*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.

PERSONAL STATEMENT

Please write a brief statement in your own handwriting giving your reasons for entering the teaching profession, your long range goals, and other pertinent information describing your qualifications for an administrative position. (If necessary, attach additional sheet.)

AN EQUAL OPPORTUNITY EMPLOYER

The Fort Zumwalt School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. If you have any inquiries or complaints concerning the application of the Fort Zumwalt School District's policy of nondiscrimination, you may contact the Director of Personnel at (636) 272-6620 or 240-2072.

My signature below authorizes the school district to conduct an investigation of my personal or employment history and authorizes any former employer or any person, firm, corporation, credit agency or government agency to release any information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, personal references, professional references, any findings of child abuse or neglect investigations and any other appropriate information involving me. This release includes any law enforcement agencies, criminal records agencies, previous employers, educational institutions, Missouri or other State Department of Social Service, Child Protective Services in any locality to which they may refer. In consideration of the school district's review of this application, I waive my right of access to any such information, and without limitation, hereby release the school district and the reference source from any liability in connection with its release or use.

Furthermore, I certify that the statements contained herein are true, correct and complete answers in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Signature of Applicant

Date