



Fort Zumwalt School District

110 Virgil Street
 O'Fallon, MO 63366-2687
 (636) 272-6620 / Metro (636) 240-2072
 Fax: (636) 272-1059

Application for
CLASSIFIED EMPLOYMENT

(This application is active for one year, but may be renewed/updated in person or in writing.)
 APPLICANTS MUST BE AT LEAST EIGHTEEN YEARS OF AGE TO APPLY.

SOCIAL SECURITY NUMBER _____		APPLICATION DATE _____	
LAST NAME _____	FIRST NAME _____	MIDDLE NAME _____	ALL OTHER NAMES FORMERLY USED _____
PRESENT ADDRESS _____			
STREET	CITY	STATE	ZIP
PERMANENT ADDRESS _____			
STREET	CITY	STATE	ZIP
HOME PHONE () _____	ALTERNATE PHONE () _____		
NAME AND PHONE NUMBER OF PERSON WHO WILL ALWAYS BE ABLE TO CONTACT YOU. (DO NOT PUT NAME OF SPOUSE.)			
NAME _____	PHONE () _____		

I AM INTERESTED IN: (Check all that apply)

DATE AVAILABLE: _____

- FULL TIME
 PART TIME
 SUBSTITUTE

POSITION(S) DESIRED

<u>SUPPORT STAFF</u>	
_____ CLERK Typing _____ net wpm	_____ PARAPROFESSIONAL (60 college credit hours preferred. Please provide COPY OF TRANSCRIPT)
_____ CUSTODIAN	_____ PARENT EDUCATOR
_____ MAINTENANCE	_____ SECRETARY
_____ COOK	_____ Typing _____ net wpm
_____ COOK HELPER	_____ Familiar with Microsoft Excel? _____ Word? _____
_____ CASHIER	_____ OTHER _____
_____ CROSSING GUARD	

<u>PROFESSIONAL STAFF</u>
_____ CRISIS COUNSELOR / SOCIAL WORKER (Requires MASTER DEGREE IN SOCIAL WORK and COPY OF TRANSCRIPTS)
_____ NURSE - REGISTERED (NOT LPN) License # _____ (Please provide copy of nursing License)
_____ OCCUPATIONAL THERAPIST (NOT COTA) License # _____ (Please provide copy of OT License)
_____ PHYSICAL THERAPIST (NOT PHYSICAL THERAPY ASSISTANT) License # _____ (Please provide copy of PT License)

For office use only
<input type="checkbox"/> W-4 (State and Federal) _____
<input type="checkbox"/> I-9 (Witnessed) _____
<input type="checkbox"/> DFS records check _____
<input type="checkbox"/> Missouri Criminal Background check _____

EDUCATION

	SCHOOL NAME	CITY & STATE	DATES ATTENDED	FIELD OF STUDY	DID YOU GRADUATE?	# COLLEGE HOURS
HIGH SCHOOL						
COLLEGE						
TRADE						
OTHER						

Are you certified to teach in the State of Missouri? Yes No Total College Credit Hours _____

Please list any degrees that you have earned. _____

EMPLOYMENT HISTORY

Have you worked for the Fort Zumwalt School District in the past? Yes No If yes, when? _____

Have you applied with the Fort Zumwalt School District in the past? Yes No If yes, when? _____

Are you presently employed? Yes No If yes, where? _____

May we contact your current employer? Yes No May we contact your past employer(s)? Yes No

NAME AND ADDRESS OF EMPLOYER List most recent employer first.	POSITION HELD	HOURLY SALARY	START DATE	DATE ENDED	REASON FOR LEAVING
Name Street City, State Phone					
Name Street City, State Phone					
Name Street City, State Phone					
Name Street City, State Phone					
Name Street City, State Phone					

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

List any additional training or experience in work similar to that for which you are applying. Include apprentice training and other types of specialized training. _____

REFERENCES (Give at least three references, including a supervisor under whom you have worked, who had first-hand knowledge of your character and ability. Please **do not** include relatives or personal friends.)

NAME	OFFICIAL POSITION	YEARS KNOWN	RELATION TO YOU	ADDRESS	PHONE

CRIMINAL RECORD AND CHILD ABUSE / NEGLECT REPORT

Employment with the district is contingent upon 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 a 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. Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the Assistant Superintendent of Personnel. ***Please read carefully and answer every question.***

1. Have you ever been 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
2. 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
3. Have you ever received a suspended imposition of sentence? _____ Yes No
4. Are you currently on parole or probation? _____ Yes No
5. 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

If you answered yes to any of the above questions, please explain here. (*CONVICTION means the final judgement on a verdict or a finding 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. _____

NOTICE: If you become an employee of the Fort Zumwalt School District, you will be responsible for the cost of a criminal records check.

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Please answer the following questions

1. Why are you interested in working for the Fort Zumwalt School District?

2. What skills would you bring to the Fort Zumwalt School District?

3. What type of work do you like to do the most?

Additional Comments:

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 Assistant Superintendent of Personnel at (636) 272-6620 or (636) 240-2072.

IMPORTANT: Before consideration for employment, the candidate must have the following on file with the office of Personnel:

1. Completed application form.
2. Complete set of transcripts, if applicable.
3. If applicable, copy of Missouri teaching certificate(s) or letter(s) verifying eligibility.

This application form is active for one year from the date the application was made, but may be renewed/updated in person or in writing.

My signature below authorizes the school district to conduct an investigation of my personal or employment history and authorizes my current and 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 Departments 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