

NAYLOR R-II SCHOOL DISTRICT
APPLICATION for EMPLOYMENT

It is the policy of the Naylor R-II School District to provide equal opportunity with regard to all terms and conditions of employment. The Naylor School District complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age or any other protected characteristic.

Name _____

Address _____

City/State/Zip _____

Phone _____

Position applied for _____ Shift Preferred 1____ 2____ 3____

Special training or skills: (languages, machine operation, etc) that would benefit you in the job for which you are applying: _____

Would you accept full-time work? Yes _____ No _____

Would you accept part-time work? Yes _____ No _____

On what date would you be available for work? _____

Have you ever been employed here before? No _____ Yes _____ Dates _____

Do you have a legal right to be employed in the U.S.? Yes _____ No _____

Are you of legal age to work?

EDUCATION BACKGROUND

Elementary School:

Name and location _____

High School:

Name and location _____

Did you graduate? Yes _____ No _____ Degree or Diploma _____

College:

Name and location _____

Course of study _____ Did you graduate? Yes _____ No _____

Degree or diploma _____

Vocational or other training:

Name and location _____

Course of study _____ Did you graduate? Yes _____ No _____

Degree or diploma _____

Continuing Education: _____

PREVIOUS EMPLOYERS AND ADDRESSES

List the most recent first

- 1) Company Name _____ Phone _____
Contact Name _____
Address _____
Employed from _____ to _____ Position _____
Reason for leaving _____ Last wage _____
- 2) Company Name _____ Phone _____
Contact Name _____
Address _____
Employed from _____ to _____ Position _____
Reason for leaving _____ Last wage _____
- 3) Company Name _____ Phone _____
Contact Name _____
Address _____
Employed from _____ to _____ Position _____
Reason for leaving _____ Last wage _____
- 4) Company Name _____ Phone _____
Contact Name _____
Address _____
Employed from _____ to _____ Position _____
Reason for leaving _____ Last wage _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to Naylor R-II School District rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the Naylor School District's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by Naylor R-II School. I understand that no company representative, other than its Superintendent, and then only when in writing and signed by the superintendent, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature _____ Date _____

EMPLOYMENT QUESTIONS:

1. Have you ever been arrested for, or charged with or convicted of a felony or misdemeanor? (Exclude traffic offenses for which you were or 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:
