

Kingston 42 School District

139 E Lincoln Street
Kingston, MO. 64650
816-586-3111 (Phone) / 816-586-3903 (Fax)

www.Kingston42.com

Andrea Hieronymus, *Superintendent*

APPLICATION FOR NON-CERTIFIED EMPLOYMENT

Please complete entire application packet prior to returning it.

Last Name	First Name	Middle Name	Other Names Formerly Used	
Social Security Number			Application Date	
Address	City	State	Zip	Phone

EMPLOYMENT DESIRED

_____ Bus Driver _____ Food Service _____ Other: _____

_____ Custodian _____ Secretary

Referred By: _____

Salary Desired: _____

Are you employed now? _____ If yes, may we contact your present employer? _____

Have you previously applied with this school before? _____ If yes, when? _____

OFFICE USE ONLY (Do not write below this line.)

Date Application Received:

Date Application Reviewed:

Date Interviewed:

Position Offered:

Salary:

EDUCATION AND PROFESSIONAL TRAINING					
Name/Location of School/Institution	Dates of Attendance	Degree Received	Year of Graduation	Major	Hours in Major
HIGH SCHOOL					
Name					
City/State					
COLLEGE/TRADE SCHOOL					
Name					
City/State					
Name					
City/State					
Name					
City/State					

WORK EXPERIENCE

1. Employer Name and Address: _____
 - Position: _____
 - Dates of Employment: _____ Number of Years: _____
 - Supervisor: _____ Phone Number: _____
 - Salary: _____ Reason for Leaving: _____

2. Employer Name and Address: _____
 - Position: _____
 - Dates of Employment: _____ Number of Years: _____
 - Supervisor: _____ Phone Number: _____
 - Salary: _____ Reason for Leaving: _____

3. Employer Name and Address: _____
 - Position: _____
 - Dates of Employment: _____ Number of Years: _____
 - Supervisor: _____ Phone Number: _____

- Salary: _____ Reason for Leaving: _____

REFERENCES				
Name	# of Years Known	Official Position	Address	Phone

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 Superintendent. Please read carefully and answer every question.

1. 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.) _____
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.) _____
3. Have you ever received a suspended imposition or execution of sentence? _____
4. Are you currently on parole or probation? _____
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? _____

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

EMPLOYMENT QUESTIONS

Date you are available to begin work for the district: _____

Have you ever been employed by this district? _____ If yes, when? _____

Have you ever been dismissed from a position? _____

If yes, please list name of employer, dates of employment, and reason for dismissal.

FOR BUS DRIVERS ONLY:

Do you have a valid current Missouri Commercial Driver's License? _____

Do you have a valid current Missouri School Bus Permit? _____

When applying for a school bus driver's position, a pre-employment/pre-duty drug test is required before any driver-applicant will be hired.

EQUAL OPPORTUNITY EMPLOYER

The Kingston 42 School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, genetic information, or any other characteristic protected by law 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 Kingston School District's policy of non-discrimination, you may contact the Superintendent at 816-586-3111.

Application form is active for one calendar year from the date of application, but may be renewed/updated in person or in writing.

READ CAREFULLY BEFORE SIGNING

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. Do not assume that your record has been expunged. If you were arrested, answer honestly and write a statement as to why.

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: _____