



Accredited With Distinction

MOBERLY SCHOOL DISTRICT
926 KWIX Road
Moberly, MO 65270
Phone: (660)269-2600
www.moberly.k12.mo.us
An Equal Opportunity Employer

APPLICATION FOR SUPPORT STAFF EMPLOYMENT

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

The District considers applicants for positions without regard to age, race, color, national origin, gender religion, and disability (with or without reasonable accommodation). If you have a disability 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 before you attempt to complete that part of the application process.

Date of Application: [ ] Social Security Number: [ ]

Name: Last First Middle

Current Address: Street City State Zip

Home Phone Number: Cell Phone Number:

Permanent Address, if different from above: Street City State Zip

Other name(s) under which references or other employers may know you: [ ]

Please indicate ALL areas of interest: (please circle all that apply)

Work hours desired: Full-time Part-time Number of months: 9 months 12 months

Specific position(s), if applicable:

Position Title [ ] Position Title [ ]
Position Title [ ] Position Title [ ]

Please indicate the following clerical skills for which you are qualified if you are applying for a clerical position(s).

Typing Speed [ ] 10-Key Calculator [ ]
Switchboard/Multi-line Phone [ ]

Please indicate the following technology skills you possess.

[ ] Windows [ ] Microsoft Office [ ] Microsoft Word
[ ] Microsoft Excel [ ] Microsoft PowerPoint [ ] Microsoft Publisher
[ ] Other:

Source of Referral:

[ ] Referred by a friend [ ] School Web Site [ ] Career Center
[ ] Newspaper Ad [ ] Teacher Referral [ ] Other, Please Specify Source

Date Available for Employment [ ]

Are you a former employee of our district? O Yes O No If yes, include:

Dates employed: From (mo/yr) [ ] To (mo/yr) [ ]

Position Title: [ ]

**EDUCATION**

Highest Degree Completed  
(Please circle one)

BS    BA    MA    MS  
ED.S    ED.D    PH.D.

Name of Institution City and State	Dates Attended Mo/Yr-Mo/Yr	Years Completed	Degree Earned & Date Earned	Major	Minor
High School			HS Diploma or GED		
City/State					
College					
City/State					
College					
City/State					
College					
City/State					
College					
City/State					
Business/Trade School					
City/State					

**WORK EXPERIENCE**

Have you ever been dismissed, discharged, or non-renewed, or have you separated employment in order to avoid discipline or discharge?     Yes     No  
If yes, explain nature of dismissal, place, and date on separate sheet.

Have you ever been convicted of any crime involving child abuse, child molestation, assault, rape, coercion, embezzlement, fraud, theft, robbery, extortion, blackmail, or any crime which involved drugs?  
 Yes     No    If yes, explain the nature of the crime, place, and date on separate sheet.  
A conviction will not necessarily bar you from District employment.

List your most recent employer first. A resume may not be substituted for information requested below.

Name, Address, and Phone Number of Employer	Employed From: Mo/Yr- Mo/Yr	Supervisor Name	Job Title/Duties	Reason for Leaving
Employer	From:			
City/State	To:			
Phone				
Employer	From:			
City/State	To:			
Phone				
Employer	From:			
City/State	To:			
Phone				
Employer	From:			
City/State	To:			
Phone				

May we contact the employers listed above?     Yes     No

**REFERENCES**

List references, unrelated to you, including supervisors under whom you have worked or persons who have firsthand knowledge of your personal and professional competencies.

Name	Address/City/State/Zip	Official Title	Phone Number
1			
2			
3			
4			

Please list any special courses, seminars and/or clerical training:

Additional professional or personal information which may strengthen your application (Optional):

**PERSONAL BACKGROUND**

Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, the District has a compelling interest in the safety and welfare of its students. Therefore, the District requires applicants to answer certain questions to permit the District to ascertain the criminal record background and child abuse/neglect history of an applicant.

I understand that my answers to the following questions will be considered as part of the applicant evaluation process. A report that is incomplete or unsatisfactory in the judgment of the District shall constitute cause for rejection of my application. I understand that any false, inaccurate, or misleading answers or explanations may constitute cause for rejection of my application.

**I agree to answer the following questions truthfully and completely and provide supporting information and/or an explanation where indicated:**

1. Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. **Do not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI). **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

2. Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony, misdemeanor or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. **Do not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI). **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

3. Have you ever plead guilty to, plead nolo contendere (no contest) to, or entered an Alford plea to a felony, misdemeanor, or ordinance violation? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. **Do Not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI). **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

4. Has any record pertaining to you concerning any arrest, charge, plea, conviction, or sentence for any felony, misdemeanor, or ordinance ever been expunged? You may exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$200.00. **Do not** exclude offenses related to driving while intoxicated (DWI) or driving while under the influence (DUI). **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

5. Are you currently on probation or parole? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

6. Have you been on probation or parole? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

7. Have you ever been incarcerated in a federal, state, or local jail, detention center, or correctional institution? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

8. Has the Missouri Division of Family Services, Missouri Children's Division, or other government agency in any other state ever issued a finding, determination, or other decision substantiating either in whole or in part, or finding probable cause either in whole or in part, to any degree whatsoever, a report that you engaged in child abuse or neglect, including but not limited to physical, emotional, educational, medical or sexual abuse or neglect of a child? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

9. Has your employment ever been non-renewed? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

10. Have you ever been served with a notice of deficiencies or warning letter? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

11. Have you ever been served with a statement of charges seeking the termination of your employment? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

12. Have you ever resigned to avoid being served with a statement of charges seeking the termination of your employment? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

13. Have you ever been fired, dismissed, terminated or otherwise involuntarily discharged from your employment? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

14. Have you ever resigned in lieu of being fired, dismissed, terminated or otherwise involuntarily discharged from your employment? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

15. Have you ever entered into a separation or settlement agreement in connection with either the voluntary or involuntary termination of your employment? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

16. Have you ever been suspended without pay? **Yes**\_\_\_\_\_ **No**\_\_\_\_\_. If yes, please attach a written explanation.

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The applicant should exercise the greatest care in preparing this application form. The Board requires the applicant to submit this completed application, an official transcript(s), if applicable, two current letters of reference, and a copy of your teacher certificate, if applicable. All applicants will be considered without regard to race, color, religion, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities.

## RELEASE WAIVER

Please read carefully before signing.

I hereby authorize the Moberly School District to contact all persons and entities listed on this application and to make all other contracts, inquiries, and investigations that the District deems necessary to verify my education, employment, and criminal and child abuse history, including but not limited to contacting current and/or past employers, educational institutions, law enforcement, and child abuse agencies. I hereby consent to the release of any such information by third persons and I understand that the Moberly School District will keep such information in a confidential file, available only to appropriate District officials.

I hereby release the directors, officers, employees, and agents of both the Moberly School District and each of my past employers from any and all liability arising from disclosure of personnel records and from oral appraisals of my past performance made to the Moberly School District. My current and former employers and references may rely on a signed copy of this release.

I understand that employment with the Moberly School District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. In accordance with Missouri law, this background check will include a complete fingerprint criminal record check. I further understand that in accordance with Missouri law, this criminal records check will result in the disclosure of both open and closed criminal records, including but not limited to, suspended impositions of sentence. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired. Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, the District has a compelling interest in ensuring 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.

I understand that neither this document nor any offer of employment from the District constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

**I hereby certify that all information provided by me in connection with this application is true, accurate and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application or in subsequent employment interviews, shall be cause for refusal to hire, or if applicant has been hired, for immediate termination.**

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Signature

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Date

**Caution:** You must answer every question on the application accurately and completely. You will not be hired if you provide false or incomplete information. You will be dismissed if the false or incomplete information is discovered after you are hired. Under Missouri law, the School District can and will receive complete criminal records for all applicants.

Under Missouri law, the School District will receive information about both open and closed criminal records. If you have ever been told by an attorney, law enforcement officer, or any other person that you do not have to report an arrest, charge, suspended sentence, conviction, or any other type of criminal record - whether open or closed - on an employment application, **that advice does not apply to employment with school districts. You must report every open or closed criminal record on your application to this School District.**

You will not be excluded from employment solely because you report an open or closed criminal record. The School District will review the information you provide with respect to type and date of offense, relationship to the job for which you are applying, and other relevant information and determine what, if any, effect the record should have on your request for employment.

**However, failure to report any criminal record - whether open or closed - will result in exclusion from hiring or discharge if you have already been hired.**

If you are not sure whether something should be reported on the application, you must report it. The School District cannot accept reasons such as an applicant forgot about an arrest or offense or that the applicant did not know he or she was "actually arrested".



Moberly School District  
**EQUAL EMPLOYMENT DATA**

Employees are treated without regard to race, color, religion, national origin, sex, age, or handicap. This information will be used to fulfill federal reporting requirements and research purposes only to find out how effective our recruitment efforts are in reaching all segments of the population.

Name: \_\_\_\_\_  
(Last) (First) (M/I) (Jr/Sr)

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

Date of Birth: \_\_\_\_\_  
Month Day Year

Sex:  Male  Female

Race (Which racial/ethnic group do you consider yourself a member)  
 American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

Ethnicity:  
 Hispanic or Latino  
 Not Hispanic or Latino

Resident Status:  
 Citizen  
 Non-Resident Alien  
 Resident Alien

#### REQUIRED EMPLOYMENT PACKAGE DOCUMENTS

- 1. Complete Moberly Public School District Support Staff application.
- 2. Cover letter.
- 3. Current Resume.
- 4. Copies of College transcripts, if applicable. **Copies must include front and back and must be legible.**
- 5. Two **current** letters of reference (can be handwritten or typed, professional or personal). **NOTE: Current is within the last 12 months.**
- 6. Copy of valid Missouri State Teaching Certificate, if applicable.

Please be sure to include all required employment package documents. Any package missing the required documents will be considered incomplete and inactive. Upon receipt of the complete package the applicant will receive a post card via USPS mail as confirmation your complete package is on file for current and/or future openings.

Applications will remain active only through August 30th of each year. If you have not secured a position within that time and wish your application to remain active, please contact the Personnel Office at 926 KWIX Road, Moberly, MO 65270, phone 660-269-2600. If you have any changes such as name, address, phone, or employment history, please submit those changes via a cover memo and include the position or positions preferred.

**The applicant must contact the Personnel Office prior to August 30th to reactivate your file for the following year or it will be destroyed.**

<b>Moberly Public</b> 926 KWIX Road Moberly, MO 65270		<b>School District</b> 660-269-2600 Phone 660-269-2611 Fax www.moberly.k12.mo.us
<b>Mrs. Kim Gaines</b> Assistant Superintendent Curriculum & Instruction	<b>Mrs. Gena McCluskey</b> Superintendent of Schools	<b>Mr. Tim Roling</b> Assistant Superintendent Personnel & Special Programs
<i>"Accredited With Distinction"</i>		

August 1, 2011

Dear Applicant;

Please review the following detailed memo in an effort to reduce any confusion. My goal is to explain the employment application/new hire process with the Moberly School District.

Along with the completion of the employment application and applicable resume and transcripts, we require two current letters of professional or personal reference as indicated on our employment application. The letters can be typed or handwritten; they must be signed; and they must accompany your application when submitted for employment consideration.

If your employment application is submitted without the required letters of reference, your employment application will be considered incomplete.

In addition, all candidates hired by the Moberly School District will be required to have a mandatory Department of Elementary and Secondary Education (DESE) background investigation. This must be conducted within two weeks of the official start date. The background investigation includes being fingerprinted at an approved facility. The cost of the background investigation will be at the expense of the new hire. This fee is not reimbursable by the Moberly Board of Education. Upon printing, IBT will provide a paid receipt for the printing fee. You must provide a legible copy of this receipt to my office as verification of your printing appointment.

If you have been fingerprinted and have received "clear" background results under another employer within the last 6 months of applying for employment with the Moberly School District, you must submit the DESE "clear" background results with your application of employment and other required documents. If your "clear" fingerprint results are older than six months, DESE requires that you be fingerprinted again for employment consideration with any new school district/new employer.

On the last page of the employment application information packet you will find a yellow colored sheet. This very important sheet contains detailed information regarding the mandatory fingerprint process. **Please keep this cover memo and the yellow sheet for future reference.**

Thank you in advance for your interest in employment with the Moberly School District.

Sincerely,  
Katie Painter  
Personnel Secretary

**The Moberly School District Is An Equal Opportunity Employer**

<b>Moberly Public</b> 926 KWIX Road Moberly, MO 65270		<b>School District</b> 660-269-2600 Phone 660-269-2611 Fax <a href="http://www.moberly.k12.mo.us">www.moberly.k12.mo.us</a>
<b>Mrs. Kim Gaines</b> Assistant Superintendent Curriculum & Instruction	<b>Mrs. Gena McCluskey</b> Superintendent of Schools	<b>Mr. Tim Roling</b> Assistant Superintendent Personnel & Special Programs
<i>"Accredited With Distinction"</i>		

December 1, 2011

Dear Applicant and/or New District Employee:

The Department of Elementary and Secondary Education (DESE), Conduct and Investigations Section, has partnered with L-1 Identity Solutions, Enrollment Services Division (formerly Integrated Biometric Technology/IBT) to provide applicant fingerprint processing.

Printing Instructions:

You must pre-register, on-line or via the toll free number for L-1 Identity Solutions. To register, please visit their site at: [www.l1enrollment.com](http://www.l1enrollment.com) or call toll-free at 866.522.7067 (8A-5P/CST) to schedule your appointment. Clinics for the Central Region of L-1 Identity Solutions are conducted in Columbia, Missouri on Tuesdays, Wednesdays, and Thursdays from 10:00 am to 3:00 pm. When scheduling your appointment you will need to provide our County/District Code #088-081 and DESE's ORI number MO920320Z. You will need to indicate whether you are a certified educator (E), non-certified employee, i.e. secretary or custodian (U), substitute teacher (S), or bus driver (B). This information must be entered in the OCA field/box or given to the telephone scheduler. You may obtain more information regarding the Central and Northeast Region electronic clinics via the L-1 Identity Solutions web site.

When printing, you must bring a valid form of government issued identification and payment for \$52.20. Payment may be made by check, money order or credit card. If selecting credit card, you must call 866.522.7067 during the pre-registration phase and provide your credit card information. Cash is not accepted. (Printing fee cost is subject to change without notice.) Result processing can take up to 3 weeks. DESE will mail results to the school district and your home address. Upon printing within two weeks of your official start date, L-1 Identity Solutions will provide you with a paid receipt for the printing fee. You must provide a legible copy of this receipt to my office as verification of your printing appointment.

If you have any questions regarding the fingerprint process don't hesitate to contact me. My normal office hours are 8:00A-4:30P Monday-Friday.

Sincerely,

*Katie Painter*  
 Katie Painter  
 Personnel Secretary