

SHERWOOD CASS R-VIII SCHOOL DISTRICT

Administrative Application
Sherwood Cass R-VIII School District
Creighton, Missouri



To be considered as an applicant this application must be completed in full.

Background Information

Name:	Social Security #:	
Home Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
Home E-mail Address:		
Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a misdemeanor or a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please give details and attach to application.)</i>		

Current Employment

Present Position:		
Present Employer:		
Type of District: <input type="checkbox"/> K-8 <input type="checkbox"/> K-12	Business Phone:	
Business Address:		
City:	State:	Zip:
Business E-mail Address:		
Enrollment of Your Current or Most Recent School District:		
Annual Budget of Your Current or Most Recent School District:		
Number of Professional Staff:	Number of Support Staff:	
Your Current Salary <u>And</u> Benefits: \$		

Certification Information

Area/Grade Levels	Type (Prov., Perm., Etc.)	Issuing State	Valid Until

Professional Education**Graduate**

Institution	Major	City/State	Degree	Year Received

Undergraduate

Institution	Major	City/State	Degree

References

Please list the names of five persons who know of your professional work and qualifications.

Name	Position/Employer/Address	Office Phone #	Home Phone #

Verification Statement

The information in the Administrative Application is true, correct, and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may be the cause for my rejection from employment or may result in my subsequent dismissal if I am hired.

Signature

Date

How did you find out about this vacancy? _____

Mail **TWO COPIES** of your transcript, letter of application, credentials, completed application form and all supporting materials to:

Sherwood Cass R-VIII School District
P.O. Box 98
33300 South Sherwood Drive
Creighton, MO 64739

The Sherwood Cass R-VIII School District
is an
Equal Opportunity Employer

Background Check and Information

In addition to the following information, a thorough background check may be made at the option of the School District.

If "Yes" is selected in response to any question, attach additional sheets and clearly identify as Background Check and Information with a detailed explanation:

"Yes" answers to the following questions will not necessarily result in denial of an offer of employment. The board will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the board in determining your eligibility and suitability for an offer of employment,

1. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations that do not involve any allegations of alcohol, drugs or reckless driving)? You must answer "Yes" if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "Yes," you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

No Yes, attach a separate sheet for explanation

2. Have you had any civil charges previously or pending involving allegations of child abuse or spousal abuse? You must answer "Yes" if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "Yes," you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

No Yes, attach a separate sheet for explanation

3. Have you ever been dismissed (fired) from any job, or resigned at the request of or pressure from your employer, or left employment while charges against you or an investigation of your behavior was pending? You must answer "Yes" if true, even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "Yes," you must provide the date of termination or resignation and other action concerning tenure reappointment or continuing contact denial and the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.

No Yes, attach a separate sheet for explanation

4. Have you ever been refused tenure, reappointment or continuing contract from any employer? You must answer "Yes" if true, even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "Yes," you must provide the date of termination or resignation and other action concerning tenure reappointment or continuing contact denial and the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.

No Yes, attach a separate sheet for explanation

5. Have you ever had any license or certificate of any kind (teaching certificate or other professional license) revoked, suspended, or reprimanded, or have you in any way been sanctioned by or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "Yes," you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or status of the charge or complaint.

No Yes, attach a separate sheet for explanation

6. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "Yes," you must provide the name, address and telephone number of the employer or licensing body and statement of the accusation against you.

No Yes, attach a separate sheet for explanation

7. Have you ever been involved, or are you currently involved, or do you anticipate involvement in litigation as either the plaintiff/complainant or defendant/respondent?

No Yes, attach a separate sheet for explanation